



DCE EARLY EVERGREENS
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Community Based 4K Program **Parent Handbook**

Mission Statement:

The DC Everest Community-Based Four Year Old Kindergarten (4K) Program is dedicated to providing high quality, developmentally appropriate learning experiences to all four year old children. In partnership with ten area childcare centers, DC Everest 4K Program will strive to prepare all students with a strong foundation for life-long learning and success.

Introduction

This Parent-Student Handbook describes the major policies and procedures of the D.C. Everest 4K Program. Our program is a community based program. None of the classes take place at the public schools with the exception of Weston Elementary. The school district has entered into a cooperative program with local preschool, childcare, and parochial providers. Each center has policies and procedures that follow Wisconsin State Licensing Codes for childcare and/or schools. Students can be a part of the 4K program for one school year.

Please feel free to call if you have additional questions or concerns not addressed in this handbook.

4K Partnering and School-based Sites

<p>Aspirus YMCA Child Development Center 3402 Howland Ave. Weston, WI 54476 715.841.1857</p>	<p>Mt. Olive Preschool 6205 Alderson St. Weston, WI 54476 715.359.5546</p>
<p>Bethlehem Community Preschool & Childcare 1750 Cty. Rd. XX Rothschild, WI 54474 715.359.3366</p>	<p>St. John's Lutheran School E10723 Hwy. Z Wausau, WI 54403 715.845.7031</p>
<p>Newman Catholic Church - St. Therese 112 W. Kort St. Schofield, WI 54476 715.355.5254</p>	<p>Wausau Child Care - Cedar Creek 1841 Cty. Rd. XX Mosinee, WI 54455 715.359.5437</p>
<p>Key to Life Childcare Center 3915 Sandy Ln. Weston, WI 54476 715.359.5451</p>	<p>Weston Elementary 5200 Camp Phillips Road Weston, WI 54476 Phone: 715.359.4181</p>
<p>Head Start - Highland Community Church 6615 County Rd. J Weston, WI 715.845.2947</p>	



Dear D.C. Everest 4K Families,

The D.C. Everest Community-based Four-Year-Old Kindergarten (4K) Program is committed to delivering exceptional and developmentally appropriate learning experiences for all four-year-old children. Spanning across 10 distinct locations within our community, our program currently operates 14 classrooms, offering flexible morning and afternoon session options.

Each classroom and our dedicated staff prioritize the creation of safe and nurturing environments, fostering optimal conditions for children to learn and flourish. In alignment with the Wisconsin Department of Public Instruction's guidelines, we embrace a community/collaborative approach to best meet the needs of our youngest learners.

Recognizing the pivotal role of family partnership in the success of our students, we acknowledge and support parents as integral contributors to their child's education and well-being. Numerous opportunities for family participation in outreach events are scheduled throughout the year. We encourage you to thoroughly review the provided handbook, as it comprehensively addresses most inquiries. Moreover, please feel free to reach out to myself or any of our collaborative partners within the 4K program for additional information.

Sincerely,

Rachel Koss, 4K/Early Childhood Principal
715.359.4221 ext. 1247
rkoss@dce.k12.wi.us



General Information

Program Description

The program is a Community based 4K program under the supervision of the D.C. Everest School District. Students will be attending existing preschool or child care centers (4K Partners) with a licensed teacher who is hired by the 4K Partner. The school district receives funds for the program. 4K Partners are paid on a per-student basis. The Wisconsin Department of Public Instruction has the following requirements:

- The 4K program is under the supervision of the school district
- The District's 4K program is providing a minimum of 437 hours of instruction
- The District is providing transportation to and from the 4K program for eligible students attending the a.m. sessions
- The District has appropriate DPI-licensed teaching staff for its 4K program
- The District, not some other entity, is incurring the cost of the 4K program
- The 4K program is open tuition-free to all eligible resident students

The D.C. Everest community based 4K program will include an outreach program (e.g. home visits, training, team planning, parent outreach, etc.) for 87.5 hours per year, for a total of 524.5 hours per year. The District has a licensed 4K program director to provide curriculum and instruction training and coordinate services for the District and Providers. The program will run half-days, five days a week. Participating providers can be found on page 2.

Enrollment

Children must be four years old on or by September 1st of the current school year. Students can be a part of the 4K program for one school year. There is no early entrance to the D.C. Everest 4K Program. Parents must complete the D.C. Everest School District 4K Enrollment Form, available online or at partner sites. Please have the child's birth certificate and immunization record available when registering.

A 4K site preference form is included with the enrollment form. Parents can provide their first, second and third choice. Placement is determined on the date enrollment is completed, as well as other factors that may play into meeting the needs of all children and families. It is important to enroll early and complete all required paperwork. Tentative class lists are formulated in the spring. Written confirmation will be sent to parents. More information can be found at <https://earlyevergreens.dce.k12.wi.us/4k-program-overview>



Open Enrollment

If you do not live in the D.C. Everest School District but would like your child to attend the 4K program, you may be eligible to attend under Open Enrollment. Procedures for inter-district transfers are governed by Wisconsin Statutes and school district policy. Detailed information regarding due dates and forms which need to be completed are available at the District Office or online. The Open Enrollment application period takes place in February. Information about this process can be found at: <https://dpi.wi.gov/open-enrollment>.

Transportation

The District will provide bus transportation to and from 4K Partner centers for a.m. sessions to eligible students. Parents may check with our contracted bus company — Lamers Bus Company: 715-298-6110. Parents may also find it more convenient to provide their own transportation depending on home and work situations.

Attendance

All 4K students are expected to attend all regularly scheduled school days unless excused. If your child is going to be absent from school or late in arriving, please call before school starts. Regular attendance is essential to the child's success in the 4K Program. However, children should not be in school if their presence is detrimental to their own health or that of others.

Doors Open

The 4K Program hours are approximately 9:00 a.m.-11:40 a.m. and 12:30-3:10 p.m. Times may vary for some 4K Partners due to transportation (bus) needs. Please do not send your child earlier unless you have made arrangements with your 4K Partner. Wrap around care may be available at each center, so please check with the program administrator for more information.

Dismissal

Students should go home as soon as they are dismissed. For safety reasons, parents must come to the office to check out and pick up their child or must give prior notice and permission for other adults to pick up a child.

Early Dismissals and Snow Days

The 4K program follows the public school calendar. When there are Early dismissals, there will be no 4K. Snow days will also follow the public school directives. Parents may want to check with the provider for the possibility of child care during early dismissal or snow days. If there is a two hour delay there will be no 4K classes for the day.

Field Trips

School sponsored field trips may be taken throughout the year. Parent volunteers and chaperones are most welcome to attend! Before each trip, your child will bring a notice home of the upcoming event. If your child is unable to attend, please notify the teacher. Also, should your child be on medication, please update the teacher on your child's needs.

Health, Wellness, and Safety

The health, safety, and well-being of every child who enters school are of prime importance. In order to ensure that the school is a healthy and safe place, certain state laws, board policies, and school procedures have been established.

Accidents

All students are expected to observe and promote the rules of safety. Accidents occurring on school premises must be reported to the teacher/adult supervisor in charge.

All attempts will be made to notify parents of a serious accident. Emergency situations will be cared for as stated on the Information Card, completed by parents at the beginning of the school year.

Conditions that could jeopardize safety should be reported to a teacher or program administrator.

Positive Guidance

In preschool, positive social relationships are the foundation of the classroom community. The 4K classroom is an important setting for developing positive relationships that are important for all other learning. The 4K classroom community is a place where children feel safe, help one another, and consider themselves part of a group. This community nurtures social competence by helping children understand how to treat other people well and how they want to be treated by others.

The Pyramid Model provides strategies for helping children acquire these important social skills, to problem solve as well as to understand and self-regulate their own behaviors.

Discipline and Child Guidance Policies

Parents raise their children with a set of values that match their personal beliefs. 4K Teachers support parents in that effort and will create with the children classroom rules and expectations. These expectations are taught, practiced, and reinforced in classroom activities, through positive discipline, and the curriculum.

Bus Conduct

The school district will maintain travel in a safe manner via control of student conduct. The bus driver shall be responsible for the maintenance of order among children being transported, and shall properly report any misconduct to the proper authorities or parents. The privilege of riding a school bus may be denied or withdrawn by the school district.



Dispensing Medications

Written authorization from a physician and parent will be required for prescription medications to be dispensed by school personnel. The "School Medication Consent Form" is available on the 4K website or from the school. Nonprescription medications will be dispensed only upon written authorizations from a parent or guardian. The authorization shall identify the medication, the dosage, and the frequency of administration. Medication given in school MUST have the following information printed on the container:

- Child's full name
- Name of the drug and dosage
- Time to be given
- Physician's name
- Name and telephone number of pharmacy

Duplicate medication bottles for school use are available from local pharmacies upon request.

School personnel do not provide aspirin or any other medication to students without meeting the criteria above. Diagnosis and treatment of illnesses and prescribing of drugs are never the responsibilities of a school and are not to be practiced by any school personnel.

Emergency Crisis Action Plan

Each 4K Partner has an emergency/crisis action plan that can be activated whenever a crisis occurs. Various emergency drills are in these Emergency Plans and are practiced throughout the year. Be assured that these were designed in the best interest of your child's protection. The Police Department and American Red Cross are partners in these Emergency Plans.

Health Information

Every child should attend school in good health and with a good attitude so that all school experiences will be successful. To reach this goal, it is suggested that your child have regular health examinations by your doctor. Prior to 4K enrollment, parents are encouraged to have their child examined by the family doctor, optometrist, and dentist. These examinations are important since the information from them assure you, the parent, that your child is starting school in a state of good health. At this time, your child's immunizations should be brought up to date to provide further protection from serious illness.

If your child has developed a fever or shows signs of an illness, the student should remain at home. Some illnesses are contagious. If your child is ill, or contracts a communicable disease, notify the school office. Unexplained absences from school are a concern to your child's teacher.

State statutes require your child to be excused from school during a communicable disease. If you have questions regarding the length of time for the absence, contact the teacher or administrator.



Questions and Answers

Q1: What is a community based 4K program?

A1: In a community based 4K program, four-year-olds receive pre-kindergarten instruction in a child care center or private/public preschool. A Wisconsin certified licensed teacher, hired by the provider, conducts a two hour and thirty minute program five days a week. A teacher's assistant helps facilitate learning in each session. School District funds support the 4K program at the child care or private/public preschool site. Families may then choose to have their child(ren) participate in additional private-pay child care or other services provided at day care licensed sites for the rest of the day.

Q2: Will there be a charge for 4K?

A2: Like K-5 elementary school, 4K is offered at no cost.

Q3: Will there be transportation for 4K?

A3: Yes, transportation will be provided for those who require it. Generally students requiring transportation will attend the 4K program during an a.m. session.

Q4: How do I know what 4K site my child will be in?

A4: If parents will be transporting their child to and from the site, they may indicate site preferences on the registration form. We will attempt to honor such preferences, but cannot guarantee a specific site. Also, it is our desire that children who currently attend a given site for childcare remain there for 4K. Registration forms will be time and date stamped so it is important for those indicating a site preference to submit their registration in a timely manner. We plan to notify families of site placement by mail before the end of April.

Q5: Will the 4K bus routes include K-5 grade students?

A5: No, 4K students who ride the bus will ride only with other 4K students, with the exception of 4K students attending 4K at Weston Elementary.

Q6: What will the District do to keep my 4 year old safe on the bus and at pickup and drop off?

A6: We will require an adult that you deem responsible, have visual contact of your child when picked up or dropped off by the bus. All 4K students will have a wristband with key information listed including busing location and the name of the visual contact person. This wristband will tie to the child's backpack. We will ask you to identify that person when you enroll your child. The 4K children will also be required to ride in the front of the bus and they will be checked ON and OFF the bus by the driver and their teacher once at the 4K site. The bus will not drop off your child unless the receiving adult is within close visual contact.

Q7: How many days of the week will there be 4K?

A7: Community based 4K will be held 5 days per week for two hours and forty minutes per day and follows the D.C. Everest calendar.

Q8: Will there be A.M. and P.M. sessions? What are the times for each session?

A8: There are morning and afternoon sessions. The morning session is expected to run from 9:00-11:40 a.m. The afternoon session is expected to run from 12:30-3:10 p.m. Please note that a.m. and p.m. session offerings may depend upon enrollment numbers.

Q9: Will there be an orientation for my 4K child?

A9: Yes, in August each site will host an open-house for enrolled children. This will be a time for parents and children to visit their classroom and meet their teacher. Parents will receive more information about open-house once enrollments are completed.

Q10: What will my child learn in 4K?

A10: At each 4K site, a licensed teacher implements A play-based curriculum for Preschool in order to provide consistent learning experiences in the areas of Literacy, Mathematics, Science, Social Studies, Language Development, Social-Emotional Development, Cognitive Development, Physical Development, The Arts, and English Language Acquisition.

Q11: How can I learn more about the standards that will support the 4K program?

A11: The curriculum for Preschool is aligned with the Wisconsin Model Early Learning Standards (WMELS) as well as with the Common Core State Standards. You can learn more about these alignments by going to:
<https://www.teachingstrategies.com/page/GOLD-assessment-online.cfm#alignments>

Q12: How many students will be in each session?

A12: Recommended class size is 17 students, however, this may vary depending on the need of our students and the capacity of our 4K Partner Sites. The number of sessions of 4K will be determined by the number of children enrolled in the 4K program district-wide.

Q13: Who will teach 4K?

A13: The teachers are hired and supervised by the site at which the session is held. Teachers that teach 4K are licensed Wisconsin teachers and must have the appropriate license to teach preschool-aged children.

Q14: What if my child will be four after September 1st?

A14: There will be NO early admission to 4K for the upcoming school year. However, check with area site providers to inquire about other preschool offerings.

- Q15:** How will emergency weather situations be addressed at each site? How will security be addressed at each site?
- A15.1:** Weather situations will be addressed using the Emergency/Inclement Weather form completed by parents at the time of registration. If there is early dismissal, the plans on this form will be followed.
- A15.2:** School closings and delayed starts will be announced with regular district announcements on both television and the District website. If there is a delayed start there will be no 4K sessions.
- A15.3:** Each 4K site will have emergency plans that include, fire, tornado, medical, and intruder situations. These procedures will be part of each site’s handbook. 4K staff and students will practice these drills.
- Q16:** How soon do I need to decide if I want to send my child to Community Based 4K?
- A16:** Families can begin registering their child in February. We encourage families to enroll their student online.
- Q17:** How will parents be involved?
- A17:** Parent Outreach is an integral part of the 4K experience and will serve as an important step toward each child’s success in school. It will take on many different forms, some of which are:
- Orientation – before the first day of school. Classroom helpers/volunteers
 - Literacy nights
 - Curriculum night
 - Cooking
 - Fitness
 - Arts and Crafts
 - Other activities as planned
- Q18:** Is 4K voluntary or mandatory?
- A18:** 4K is a voluntary program and not subject to mandatory attendance. However, we would anticipate that you would send your child to class each day unless your child is ill or otherwise excused.
- Q19:** Will there be before and/or after school day care?
- A19:** Yes, there will be before and after day care at most sites. Please inquire about your before and after care needs at the time of registration with the Center Director.
- Q20:** If a child is age eligible for 5K, but parents plan to delay their kindergarten enrollment, can the child attend 4K?
- A20:** The D.C. Everest School District supports having children progress with same-age peers. However, in unique situations, parents may decide enrollment in 4K is best for their child. In these cases, since the child has reached the minimum age prior to September 1, they will be eligible to enroll in the 4K program. However, it is important for parents to understand that state statutes say their child MUST complete the 5K program prior to enrolling in grade 1. Therefore, this decision should be made carefully.

- Q21:** We reside outside the D.C. Everest School District, but would like my child to attend DCE 4K. What should I do?
- A21:** In this situation parents would need to apply for “open enrollment.” Information about this process can be found at: <https://dpi.wi.gov/open-enrollment>. Parents may apply for open enrollment during the window. Families will be notified by mail if their application has been approved or denied. Most parents will choose to wait until they find out if their open enrollment application is approved before completing the DCE 4K registration forms. However, if a parent chooses to complete the DCE 4K registration forms prior to open enrollment approval, they should indicate that their child’s home elementary school is “other district.” In this case the registration will be held until an approval or denial is issued on the open enrollment application.
- Q22:** What do I need to have when registering my child for 4K?
- A22:** Parents will need the original birth certificate to verify name and date of birth, immunization records, and name and phone numbers for doctors, dentists, emergency contacts, etc.
- Q23:** What snacks can my child bring?
- A23:** All 4K Partner Sites determine their own snack policy. You will receive this information at the 4K Site’s Open House in August, or you can contact the Director at your child’s 4K site.
- Q24:** What school supply’s do I need for my child for 4K?
- A24:** There is a list of needed school supplies on the Early Evergreens website <https://earlyevergreens.dce.k12.wi.us/4k-program-overview> or you can check in with the 4K Site Director on what may be needed.
- Q25:** Can my student attend the 4K Program more than once?
- A:25:** No, students may only be a part of the 4K Program for one school year.

The D.C. Everest School Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability (“Protected Classes”) in any of its student programs and activities.

The following staff are designated to receive inquiries regarding the non-discrimination policies: Sarah Trimner, Director of Talent and Culture, 6100 Alderson Street, Weston, WI 54476, 715-359-4221, ext. 1225, sttrimner@dce.k12.wi.us or Jack Stoskopf, Interim Assistant Superintendent of Operations, 6100 Alderson Street, Weston, WI 54476, 715-359-4221, ext. 1243, jstoskopf@dce.k12.wi.us

