Wabasha-Kellogg
Public Schools
Excellence in Education

Preschool/School Readiness Parent Handbook

2026-2027



We welcome your child to the W-K Preschool/School Readiness Program. We are so excited to work with your child this school year.

OPERATION

The W-K Preschool/School Readiness Program is community operated by the Wabasha-Kellogg Public Schools under the umbrella of Community Education. A choice of programs gives parents an opportunity to select a program that is appropriate for their child's age and needs. In order to enroll in the 3 year old program, your student must turn three no later than September 1, 2026. In order to enroll in the 4 year old program, your student must turn four no later than September 1, 2026.

PHILOSOPHY

W-K Preschool is designed to support and nurture young children as they learn and grow. Our program strives to help young children:

- Explore, discover, and learn through play
- Strengthen social-emotional skills
- Expand communication skills
- Develop beginning writing skills
- Understand and apply scientific concepts
- Develop an understanding of mathematical relationships

Our sessions will provide constructive experiences for each child through creative play, physical activity, music, art, and free play.

CURRICULUM

Curriculum is geared to Kindergarten Readiness expectations and meets standards required by the Minnesota Department of Education. Our school readiness program emphasizes the six early childhood development learning domains:

- Social and Emotional Development
- Approaches to Learning
- Language and Literacy Development
- Creativity and the Arts
- Cognitive Development
- Physical and Motor Skills Development – Fine and Large Motor Skills

To encourage a love for reading that will last a life-time, our four-year-olds participate in the Action 100 reading program where students are encouraged to read 500 books during the school year. They record the books read in their log book and return it to their teacher after they have it completed. Your child will continue building on their reading skills as they progress through elementary.

Our preschool program provides individualized instruction for children needing extra help and provides assistance to those children who benefit by being challenged. **Any questions that you have regarding these programs should be directed to either the teachers directly or Bridget in the Community Education Office at 651-565-3559, ext. 6258.**

TEACHERS/CLASSROOMS



Andrea Day
Kindergarten Readiness



Makayla Leraas
Preschool



Mateya Wise
Preschool Readiness

Our goal is to provide the best educational opportunities to all of the students. As long as numbers can justify a split of classes, there will be two classes offered to allow for smaller class sizes, the ability to grant requested additional program time, and to better meet the needs of the students. There may be times where the classes need to be combined.

Your child will receive a folder in their book bag at the beginning of the school year. We ask that this folder come to school with your child every day that they attend. This is where communication notifications, monthly newsletters, scheduled events, and special projects will be sent home. Please check your child's folder frequently. We are under the assumption that information sent home is passed along to both parents. The school is not responsible for notifying parents who do not reside together with their child unless a request is made. At that time, a second folder will be made available, one designated for each parent, and placed in your child's book bag. Teachers will also share important updates through an app called Seesaw. During Orientation Night, they will provide all the information you need to sign up and make sure you're set up to receive communications properly.

The school allows for any biological parent or legal guardian to register their child for preschool/school readiness and will go off of the information that is provided. If your child is under legal custody of someone other than the parents, a copy of the Court Order indicating such needs to be provided to the Community Education Office to be placed in your child's folder. If there are any Orders for Protection or Harassment Restraining Orders in effect which involve your child, a copy of the Order needs to be provided to the Community Education Office. These documents are kept strictly confidential and shared only with staff that need to be made aware of the situation to ensure the safety of your child while at school. It will be your responsibility to keep the school informed of any changes in these situations.

PROGRAM FEES

REGISTRATION FEE: $25.00 non-refundable annual fee. Due at the time of registration.
MILK FEE: If your child chooses snack time milk it will cost $ .60 regardless if you qualify for free/reduced status. If you choose not to have milk during snack, your child can have water. Per Minnesota state rule, Preschool students will only have white milk as an option.

Breakfast/Lunch milk is included in the price. Lunch from home can purchase milk for $ .60

All students will automatically have an account set up through the school. Deposits can be made to the school at any time. It is important for you to keep your child's account current. You may request a password from the Elementary Office to review your child's account.

TRANSPORTATION: Parents can provide transportation for their child to and from school. Another option would be to make arrangements directly with Hiawatha Transit by calling 1-866-623-7505. If you are electing this option, you may wish to contact them prior to August 1 as around this time is when they are working out their schedules.

Transportation arrangements for the 4-year-old school readiness program cannot be made until the parent submits a completed Transportation Information Form. If there is a change in transportation, a new form will need to be filled out by the parents before the change can take place, and must be done in advance. Same day changes will not be guaranteed. Students may take the bus to and from school on the regular school routes, as long as they have a bus buddy (*), at no charge, and have gone through bus safety training. The bus company will not allow a preschool child to be alone on the bus so we need to be informed ahead of time when you make changes. Please note that 4 year old preschool students are not allowed to ride the school bus for the first 3 weeks of school until they have been trained by Bluff Country School Bus staff. We will work with your student and bus buddy to ensure they are trained within the first thee weeks of school, but this is a requirement from the bus company that they provide the training.

(*) Staff will see that your child gets on the bus after school. The designated bus buddy should meet your child on the bus and will be responsible for sitting with your child and getting them off the bus. The bus company also requires that an adult be at the bus stop when your child gets off. The bus buddy needs to be an older sibling or someone who rides the same bus that is in 3rd grade or older. As indicated above, your child will need to go through bus safety training with the bus company prior to being able to ride the bus. School personnel will also go through training with your child and the child's bus buddy after which a form will be signed and kept on file.
NO EXCEPTIONS: Your child will not be able to ride the bus if they do not have a bus buddy.

When you are dropping off or picking up your child in the front of the school, please park in the visitor's parking or elsewhere in the parking lot.

Any communication regarding changes in transportation need to be made directly with the Community Education Office and your child's teacher. Do not contact or leave messages with staff in the elementary office. Their office is extremely busy assisting numerous students during the day and they may not have time to notify the teachers of the change in a timely manner.

TUITION:

3-year-old Program (AM)
- $195/month, 3 days a week
- $225/month, 4 days a week
- $245/month, 5 days a week

3-year-old Program (Full Day)
- $285/month, 3 days a week
- $330/month, 4 days a week
- $365/month, 5 days a week

4-year-old Program (Full Day)
- $305/month attending 3 days per week
- $350/month attending 4 days per week
- $375/month attending 5 days per week

Tuition for September, 2026 - May, 2027 are full monthly amounts and are due on the first day of each month.No pro-rated tuition will be collected for May 2027. All accounts need to be paid in full no later than May 1. Please make every effort to remain current with tuition.

If your child is starting school after the school year has begun, tuition will be pro-rated for the first month of attendance as follows: if the child enrolls between the 1sand the 15th of the month, the entire month's tuition would be charged. If the child enrolls between the 16th and the last day of the month, one-half of the monthly tuition would be charged.

If you become delinquent after two months on tuition payments and have not communicated with the Community Education Office, you may receive notice that your child will be unable to attend the program until the past due amount is paid in full.
Payments for tuition should be placed in an envelope, marked Community Education, and can be sent to school in your child's folder (not just in their book bag). Staff go through your child's folder on a daily basis. However, they do not go through their book bags. If you prefer to drop your payments off in the elementary office, please make sure it is marked as preschool/school readiness tuition so it gets credited to the correct account. You may also pay your tuition online through JMC. Checks issued for lunch and tuition should be issued separately.

SCHOLARSHIPS/SLIDING FEE SCALE:
Families who qualify for free or reduced lunch will also qualify for free or reduced tuition rates. An Application for Educational Benefits must be filled out completely and returned to the school before this can take effect. If there is a change in circumstances during the school year and you wish to apply for benefits, please call the Community Education Office for an application. Benefits cannot be applied to past due tuition. It is your responsibility to request and fill out the application. This information is strictly confidential.

PATHWAY SCHOLARSHIPS:
W-K is eligible for Pathway II Early Learning Scholarships through the Minnesota Department of Education. Our program is a Four Star Parent Aware rated program which makes our school district eligible for these scholarships. Parents will be required to fill out an application, determine family income eligibility and child-age eligibility before a scholarship will be reviewed and approved. Families must have income equal to or less than 185% of federal poverty level income in the current calendar year or be able to document their child's current participate in the free and reduced-priced lunch program; child and adult care food program; Head Start; Minnesota family investment program; child care assistance programs; supplemental nutrition assistance program; or placement in foster care. Your child must also be age 3 or 4 as of September 1 of the current year and not enrolled in Kindergarten. For more information or for an application, please contact Bridget in the Community Education Office at 651-565-3559, Ext. 6258.

CLASS INFORMATION

All children who attend our preschool/school readiness programs must be fully toilet trained. While accidents are inevitable, if your child has repeated accidents (Six) over a two-week period of time, they may be removed from the program for a week or more until the accidents are no longer occurring.

BREAKFAST & LUNCH: Due to scheduled lunch times for the preschoolers at 10:50 AM (subject to change):

Students attending the three-year-old and four-year-old programs will have the option of breakfast in the mornings. They do not have a morning snack option.

All students will have lunch time. They can choose between school lunch or bring a lunch from home. All students will automatically have an account set up through the school. Deposits can be made to the school at any time. It is important for you to keep your child's account current. You may request a password from the Elementary Office to review your child's account. Breakfast and lunch are separate charges from tuition.

LUNCH MONEY: Each student/employee is issued an identification number that will be entered into a keypad (similar to a telephone keypad)

How do I pay for the meals?

1. You may send a check or cash to school with your child's name & lunch number in the daily folder.
2. You may pay online within your JMC Family account. On the top right hand corner of the W-K School website, click on JMC, and then click on JMC Family. You will login and click on the tab Tuition/Fees on the left hand side in JMC. There you can make payments for snack milk and lunch.

Monitoring your Lunch/Milk Account:

Set up an account within your JMC Family account. On the top right hand corner of the W-K School website, click on JMC, and then click on JMC Family.

1. Log into Parent Access / View Grades and Lunch Accounts
2. Family account: This is where you will be able to view all deposits made along with the daily transfers to the student accounts. This account is where you will find your total balance of the account.

Meal costs:

1. Student breakfast = $0.00
2. Student lunch = $0.00
3. Extra milk = $ .60

The food service staff will send a weekly email when your account balance is at $10.00 or below. If the account is below zero for an extended time, food service staff will contact the family to arrange payment. Special arrangements can be made for all students in case of emergencies by contacting the Food Service Department at 651-565-3559 x 6204. These cases will be handled on an individual basis.

REST TIME: Students in the all-day programs will have rest time during the day and blankets are provided to each student.

FIELD TRIPS: The three and four- year-olds will take field trips during the year. You will receive a permission slip that you must complete and return in order for your child to participate. We often ask parents to help with supervision on field trips.

PUBLIC RELATIONS: We ask your permission, by signing the attached permission/release form, for any possible public relations activities involving your child that may arise during the school year, such as photos for the newspapers, newsletters, and brochures and school's social media pages (Facebook and Instagram).

SNACKS: Healthy snacks will be provided during the school day. For your child's birthday we encourage non-food items that can be shared with their classmates.

If your child chooses snack time milk it will cost $ .60 regardless if you qualify for free/reduced status. If you choose not to have milk during snack, your child can have water.

CLOTHING/OUTDOOR PLAY: Your child should wear comfortable play clothes that he/she can easily manage in the bathroom, classroom and outside. We strongly recommend that students bring tennis shoes to play outside. Once there is snow on the ground, please make sure you send your child in appropriate winter attire (coat, snow pants, boots, hat, and mittens). Children will play outdoors weather permitting. Indoor recess would take place for any of these conditions:

1. Colder than 0 degrees and/or -10 degree wind chill; or over 99 degrees
2. Rain, lightening, or any other dangerous weather conditions
3. Physical conditions of playground

BIRTHDAYS & HOLIDAYS: We celebrate each child's birthday or ½ birthday at school. While we do not celebrate religious holidays, we may have some seasonal activities which correspond with holidays (e.g. making pumpkin pictures during Halloween). Non-religious activities are usually planned for Easter, Thanksgiving, Christmas, and Valentine's Day. If you prefer that your child not participate in these activities, please inform us and we will plan alternate activities for him/her.

CLASSROOM VISITS: Children love to have their parents visit and we would love for you to visit. All we ask is that you notify us in advance. All visitors must check in first in the elementary office to get a visitor pass.

SNOW DAYS/EARLY DISMISSAL/LATE START: Early Dismissal, late start or no-school announcements will be sent through the W-K JMC emergency notification system to the contact numbers that you give us on your child's Health & Emergency Information Form. It is your responsibility to notify the school if your number changes.

All full day students will follow same schedule as the elementary school.

If your child needs to utilize Falcon Nest before the School Child Care Program School Child Care Program (M-F 6:45 AM – 7:30 AM) or After School (M-F: 2:45 pm to 6 pm), you will need to register separately for that program. If you are not attending The Falcon Nest School Program, your child will need to be dropped off no earlier than 7:45 AM picked up at school no later than 2:50 pm (M-F). School days will run from 8 AM to 2:50 PM

The bus company and school administrators carefully watch the weather conditions and are in contact with local agencies to monitor road conditions during the school day. The Superintendent is responsible for making the final

decision, and gives careful consideration to the most dangerous bus routes in the district. While conditions on your street may not be severe, dangerous conditions may exist in other parts of our district. The safety of all district children and staff is our primary concern in making this decision. When possible, a decision will be made by 6:00 AM to allow for proper notification to the radio and television stations.

Radio Outlets are: KMFX-Fox Country 102.5 FM, KROC-1340 AM/106.0 FM and Winona Radio stations 1380 AM, 1230 AM, 101.1FM and 95.3 FM. Television Outlets are: KTTC-Channel 10-Rochester, WKBT-Channel 8-LaCrosse, KMSP-Channel 9-Twin Cities, KSTP-Channel 5-Twin Cities, KARE-Channel 11-Twin Cities and WCCO-Channel 4-Twin Cities.

CONFERENCES: Conferences will be scheduled twice during the year (October and March). Appointments may be made if you feel an additional conference is necessary. Conferences provide a nice opportunity to share information between home and school regarding your child's strengths and development. Please make every effort to attend these conferences. You will sign up for conferences with your teacher. If your date and time do not work for you or for parents who require separate conferences, please call Bridget in the Community Education Office at 651-565-3559, Ext. 6258 to reschedule or arrange. Reminder letters will go home in your child's folder for each conference.

OTHER WEATHER EMERGENCIES: In the event of tornado or winter storm warnings, the staff will be kept informed as to developments. Parents are advised to use their own judgment in picking up their child during a storm watch.

GETTING YOUR CHILD TO AND FROM THE CLASSROOM: Classrooms are open 15 minutes prior to class start times. Do not leave your child in the classroom if there is not school staff present. It is preferred if parents drop off their child off a door #5, which is the Preschool door between 7:45 and 8:00 am, and pick their child up between 2:45 and 2:50 from door #5. This allows staff to check in the student and also communicate if there are any changes in pick up. If persons other than parents will be picking up your child from school, they must be at least 16 years old, and you must notify the school (their teacher and the Bridget in the Community Education office) in advance. We will release your child to only those people who have permission on file at the school. If you are dropping off and/or picking up your child you will need to sign them in/out. If you are more than 5 minutes late from picking up your student at the end of the school day, they will be escorted to the Falcon's Nest Program where they will be supervised until you pick them up. You will be charged fees accordingly in compliance with the Falcon's Nest Rates.

HEALTH AND SAFETY

IMMUNIZATIONS: According to the Minnesota Department of Health, we will need an up-to-date immunization record before your child can start school. On September 1, 2014, changes to Minnesota's Immunization Law took effect. Medical and conscientious exemptions are still allowed under the law. However, new vaccines are required. Please check with your health care provider to make sure your child has received all the necessary immunizations prior to the start of school.

ILLNESS: If your child will be absent, please call the Community Education Office at 651-565-3559, Ext. 6258 as well as your teacher to let them know if your child will not be in school due to illness or any other reason. Please do not call the elementary office.

Your child should be excluded from school if they have experienced a fever over 100.4 degrees, diarrhea, vomiting, or any other type of illness within 24 hours (without the use of Tylenol or Ibuprofen).

If a child becomes ill while at school, we will provide supervised isolation from the other children and contact you to pick him/her up as soon as possible. If we are unable to contact you, we will call the emergency name(s) you provide on the Health & Emergency Information Form.

Since most diseases are spread before they are recognized, it is impossible to completely prevent exposure. However, parents are urged to keep children home if they develop any symptoms suggestive of a communicable disease.

Parents will be notified in writing by the school nurse when appropriate if a child in the classroom has a contagious disease. Parents are urged to call the school nurse if there are any questions before sending a child back to school.

MEDICAL EMERGENCIES: In the event of an emergency, we will attempt to contact you. If necessary, we will contact 911 and transport the child to St. Elizabeth's Hospital. We will then continue to try to notify you.

MEDICATION: No over-the-counter or prescription medications shall be administered to the child by school personnel without written authorization. Most doctors will set up a prescription so that it can be taken in the afternoon when school is done. If medication during school hours cannot be avoided, you are required to complete a Medication Authorization Form, available in the Elementary Office, with written doctors' orders attached.

Per the student/parent handbook, in part, Sections 4-5 and 4-6:

4. Over-the counter (OTC) medication must be brought in to the office in the original, sealed, purchased container marked with the student's name and must be administered in a manner consistent with the instructions on the label.

7. For the parent/legal guardian and the student's protection, all medication, including prescription and non-prescription, must be brought to and taken home from school by a parent/legal guardian. Students are not authorized to bring any form of medication to school without being accompanied by a legal guardian/parent.

11. All written medication authorizations are effective for the current school year only. All medications not used by the end of the school year, if not picked up by parent/legal guardian will be disposed of by the school nurse following school policy.

ALLERGIES: If your child has any food, animal, bee sting, or other allergies, please make sure the school is notified as well as indicating this on the Health and Emergency Form.

WEAPONS: The W-K School District's Weapons Policy states: "No student or student visitor shall possess a weapon before, during or after school hours in any school district location." This policy includes any toy gun or weapon.

BEHAVIOR GUIDANCE

DISCIPLINE PROCEDURE: Learning self-control is a major task for preschoolers. We partner with parents to assist children in learning the social skills necessary for appropriate classroom behavior. This includes learning cooperation, becoming responsible for themselves, and respect for others-to treat others the way they would like to be treated. Staff uses positive guidance strategies to guide, strengthen, improve, and help your child develop self-control. Teachers and para-professionals will model expected behavior, set limits, provide direction, and redirect children to constructive activities when necessary.

Procedures used:

- Reminder. Child will be reminded of the rule or redirected.
- Redirection to another spot or activity. If child receives a second reminder, or the action is more serious, the child will be asked to stop and a consequence will be given.
- Consequences. Removal of a toy. Break time involves discussion of the behavior problem and ways to work it out in a different way.

Note: A child with a chronic behavior concern or who hurts another child may go immediately to consequences.

COMMON BEHAVIOR PROBLEMS INCLUDE: Bad language, swearing or name-calling, yelling or interrupting, noise making, interfering with another child's body space, taking toys away from another, bossiness or refusal to cooperate, physically hurting another: hitting, kicking, pinching, spitting, etc.

No corporal or emotional punishment will be used in our program. In rare instances, it may be necessary for a child to be removed from an activity to a quiet area with a staff member. This will allow the child to calm down to help him/her gain control of their actions. If the behavior continues, it may be necessary to contact the parent. Depending on the circumstances and severity, it may also be necessary for the child to be dismissed from school for the remainder of the day.

1st Behavior Report: Parents, child, and staff will discuss the behavior to resolve the situation.
2nd Behavior Report: Parents will be notified. The child may be dismissed from the preschool program for 1-3 days, depending on the severity of the incident.
3rd or More Behavior Report: Parents will be notified. The child may be dismissed from the pre-school program for 3-5 days, depending on the severity of the incident.
If a child is physically abusive towards staff and/or takes off running from staff, parents will be notified and the child will be dismissed from the program for the rest of the day.

If parents are notified that their child needs to be removed from the program for the day, due to behaviors, they will need to make arrangements for their child to be picked up within **one-half hour** of the phone call.

HANDLING SEPARATION/ANXIETY PROBLEMS: Some children are very reluctant to leave mom/dad/guardian, or to have them leave. We encourage you to say goodbye to your child, give hugs and head out the door promptly. More often than not, an upset child will be calm just moments after you leave.

DISMISSAL FROM THE PROGRAM

Wabasha-Kellogg reserves the right to dismiss students from the School Readiness program.

(Intentionally Left Blank)

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PRESCHOOL/SCHOOL READINESS PERMISSION & RELEASE FORM

Student Name: _____

PUBLICITY PERMISSION

W-K Preschool/School Readiness Program has my permission to use my child's name and picture for promotional or publicity events. Such publicity may include but not limited to social media, newsletters, newspaper, radio or television, bulletin boards, etc.

Parent/Guardian Signature _____ Date _____

RECORDS RELEASE

I hereby authorize Wabasha-Kellogg Schools to release a copy of _____
(child's name)
most recent school records, (including but not limited to): Immunization records, physical exams, special needs assessments, and IEP's in order to better serve the needs of the child.

Parent/Guardian Signature _____ Date _____

I have received and read the Wabasha-Kellogg Preschool/School Readiness Policy for School Year 2026 – 2027 and understand its terms.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____