

Hayward Community School District



4 YEAR OLD KINDERGARTEN

Parent Handbook
2019-2020

TABLE OF CONTENTS

Contact Personnel, Sites, and Teachers	3
4 Year Old Kindergarten Mission Statement	4
Hayward Community School District Core Values	4
4 Year Old Kindergarten Program Philosophy	4
4 Year Old Kindergarten Curriculum	5
Eligibility	5
4 Year Old Kindergarten Registration	5
Program Days, Hours, Schedule	6
Volunteer Opportunities	7
Family Outreach Program	7
Transportation	7
Attendance	8
Student Records	8
Confidentiality	8
Non-Discrimination Policy	8
Special Educational Needs	9
Parent/Teacher Conferences	9
Field Trips	9
Visiting School	9
4 Year Old Kindergarten School Supply List	9
School Closings/Delayed Openings	10
Immunizations	10
Hayward School District Policies	11

4 YEAR OLD KINDERGARTEN CONTACT PERSONNEL

Hayward Community School District – Coordinating Public School District

15930 W 5th Street

Hayward, WI 54843

Phone: 715-634-2619 ext. 9001

Fax: 715-634-3560

District Website: www.hayward.k12.wi.us

Craig Olson Hayward Community School District Superintendent

Hayward Primary School – Coordinating Public School

15930 W 5th Street

Hayward, WI 54843

Phone: 715-634-2619 ext. 9201

Fax: 715-634-3560

District Website: www.hayward.k12.wi.us

Email: wreier@hayward.k12.wi.us

Wade Reier Hayward Elementary Campus Assistant Principal

Mrs. Charlene Van Etten-Classroom Teacher

Classroom Aide-Mrs. Stacy Phillips

Room Number 156

Phone: 715-638-9237

Email: cvanetten@hayward.k12.wi.us

Mrs. Nicole Petit-Classroom Teacher

Classroom Aide- Mrs. Jill Johnson

Room Number 154

Phone: 715-638-9233

Email: npetit@hayward.k12.wi.us

4 YEAR OLD KINDERGARTEN MISSION STATEMENT

“ACHIEVE”

We are committed to offering every four year old in the District access to a quality early learning experience. We will help each student acquire the skills they need to be ready for Kindergarten and beyond.

HAYWARD COMMUNITY SCHOOL DISTRICT’S CORE VALUES

RESPECT.....	To value self, others, property, and diversity.
RESPONSIBILITY....	To be accountable for your actions towards yourself, others, and community.
HONESTY.....	To consistently seek and speak the truth.
COMPASSION.....	To show care and kindness for others.
FAIRNESS.....	Treating people equally and making decisions without favoritism or prejudice.
CITIZENSHIP.....	Becoming a productive and contributing member of society.

Building a World of Good

4 YEAR OLD KINDERGARTEN PROGRAM PHILOSOPHY

The Hayward School District believes that every child in the Hayward Community School District has a right to a quality age appropriate four year old program. **All community children that are four by September 1st will be allowed to participate in the four year old program.** Every child will be treated with an attitude of respect and care.

The 4 year old kindergarten program will use the Wisconsin Model Early Learning Standards and Creative Curriculum as a guide for classroom focus. The classroom teachers will strive to create an environment which stimulates creativity and learning for the children.

The 4 year old kindergarten program values the family-school connection and encourages parents to attend parent-teacher conferences, parent outreach activities, and to volunteer in their child’s program.

4 YEAR OLD KINDERGARTEN CURRICULUM

The goal of our four year old curriculum is to create an environment that promotes learning and social skills appropriate for our four year olds. Children learn by doing. They use all of their senses to explore and get information. Each child will be given the opportunity to learn at his/her own pace and in the way four year olds learn best.....through play. What looks like play has been planned by professionals to develop specific skills that your child will need for later school years. Your child's program will include the following types of activities:

- Social/Emotional
- Daily Living Skills
- Language and Literacy Development
- Creative Expression
- Movement

ELIGIBILITY

Students participating in the 4 year old kindergarten program must be four years of age by **September 1st**. There will be no early admissions. Participants must be residents of the Hayward Community School District. For more information, contact the Hayward Primary School at (715) 638-9201.

4 YEAR OLD KINDERGARTEN REGISTRATION

To register your child for the 4 year old kindergarten Program, stop by the Hayward Primary School at 10665 N. Main Street Hayward, WI to pick up the paperwork. **Registration begins in March.**

Materials to bring with you for the registration appointment include:

- A birth certificate for the child/children being registered
- Immunization records for the child being registered
- Current medical physical examination documentation
- Registration forms

**Note: It is strongly recommended that your child be toilet trained prior to coming to 4 year old kindergarten.*

PROGRAM DAYS, HOURS AND SCHEDULE

AM SESSION

- Monday – Thursday, 8:00 a.m. to 11:05 a.m.
Please do not arrive before 7:45 am

PM SESSION

- Monday – Thursday, 12:00 noon to 3:05 p.m.
Please do not arrive before 11:45 am

AM SCHEDULE		PM SCHEDULE	
7:50-8:00	Check In/Table Time	11:50-12:00	Check In/Table Time
8:00-8:05	Clean Up	12:00-12:05	Clean Up
8:05-8:30	Circle Time: Greeting/Message Calendar Book	12:05-12:30	Circle Time: Greeting/Message Calendar Book
8:30-8:35	Bathroom Break	12:30-12:40	Heggerty Phonemic Awareness
8:35-8:45	Breakfast	12:40-12:45	Bathroom Break
8:45-8:55	Soft Landing	12:45-12:55	Snack
8:55-9:05	Heggerty Phonemic Awareness	12:55-1:15	Math Expressions/ Handwriting Without Tears
9:05-9:25	Daily Activity	1:15-1:30	Recess
9:25-9:45	Math Expressions/ Handwriting Without Tears	1:30-1:40	Soft Landing
9:45-10:10	Plan Play	1:40-2:05	Plan Play
10:10-10:15	Clean up	2:05-2:10	Clean up
10:15-10:35	Literacy Centers	2:10-2:35	Literacy Centers
10:35-10:55	Recess	2:35-2:55	Daily Activity
10:55-11:05	Clean Up/Pack Up	2:55-3:05	Clean Up/Pack Up

VOLUNTEER OPPORTUNITIES

Parents and community members are encouraged to volunteer in the 4 year old kindergarten classrooms. Parents and community members can help in the classroom, be a chaperone on field trips, read a story to the class, and help prepare classroom materials. If you are interested or know someone who might be interested, please contact the 4 year old kindergarten classroom(s). We always appreciate the additional "helping hands" from parents and community volunteers.

Each volunteer/chaperone will need to complete a Hayward Community Schools volunteer application (background check) prior to starting. The district office can supply you with the necessary form. These applications are used for several purposes. It helps us keep a record of all the volunteers that assist our school as well as ensures safety for all students as a criminal background check on all employees and any volunteers in the Hayward Schools will need to be completed.

FAMILY OUTREACH PROGRAM

An important component of the 4 year old kindergarten program is the Family Outreach Program. The focus of the program is to provide parents and children with opportunities to grow as a family. Throughout the school year activities and presentations will be open to families with four year olds. The 4 year old kindergarten classrooms will provide about one activity per month supporting the educational and social development goals of the research-based Creative Curriculum program.

TRANSPORTATION

The goal of 4 year old kindergarten is to always provide the safest transportation for the children. Children needing to be transported on a school bus will be provided the same bus service contracted for the regular District busing. We advocate and support the safest transporter of four year olds to be the parents. If at all possible, we encourage parents to do the transporting of their child.

- Please contact the Hayward Primary School at (715) 638-9201 to discuss transportation options.

HAYWARD COMMUNITY SCHOOL DISTRICT BUS DROP OFF OF KINDERGARTEN STUDENTS POLICY 751.4

In the interest of safety of our kindergarten or younger students, the Hayward Community School District requires that a parent or responsible person be present to receive or pick up a kindergarten or younger student from a school bus stop.

Approved: 9/18/06

ATTENDANCE

It is an expectation that children enrolled in 4 year old kindergarten will attend every day school is in session. Regular attendance at the four year old program establishes healthy patterns of attendance that can last throughout the school years and into adult employment.

If students are going to be absent from school for any reason, parents are required to phone in the absence to the school prior to or on the day of the absence. Please inform the school of your child's name and the reason for the absence. Attendance is taken every day, prompt notification of absences helps keep the record keeping accurate. A child's absence is designated as "excused" or "unexcused."

Excused absences include illness, medical and dental appointments, and certain family situations. Generally, as long as a parent/guardian calls in to inform the staff of the absence, it will be considered excused.

An unexcused absence is generally the result of the child simply not attending class and the parent/guardian not notifying the staff of the absence.

Absence phone number: Hayward Primary School (715) 638-9201

STUDENT RECORDS

Student records are maintained to assist school personnel in determining educational experiences for each student. The District recognizes the need for the confidentiality of student records. "Student Records" are defined as relating to an individual student. The 4 year old kindergarten classrooms will have regular communication with parents/guardians regarding your child's progress.

CONFIDENTIALITY

Each family has the right to their privacy being respected and enforced. The school district will help maintain privacy in the following manner:

- Student records will not be left out for others to view.
- Parents and staff are not allowed to discuss children and families with other parents.
- Staff will not discuss children and families with other staff unless there is a direct benefit to the family and child involved.
- Parents are asked not to talk about incidents observed in the classroom or at any other activities that involve children other than their own.

NON-DISCRIMINATION POLICY

No person shall, on the basis on handicap, race, color, national origin, religion, sexual orientation, or gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity in the Hayward Community School District. If you have questions about procedures, or if you wish to file a grievance, please contact Hayward Community School District, 15930 W 5th Street, Hayward, WI 54843 (715-634-2619).

SPECIAL EDUCATIONAL NEEDS

If your child is currently receiving Special Education Services or you have a concern about your 4 year old's development, you can contact the Hayward Community School District's Special Education office at 634-2619, ext. 9002 for further assistance.

PARENT/TEACHER CONFERENCES

Communication between the parents and the 4 year old kindergarten teachers is of utmost importance. Each 4 year old kindergarten classroom teacher will schedule at least two parent/teacher conferences throughout the school year to share the progress of your child.

FIELD TRIPS

Classes may periodically take field trips to local points of interest during the year. Field trips are planned to coordinate with themes studied by a class or to take advantage of special community events. Your permission will be required for trips that require riding a bus.

VISITING SCHOOL

Parents are cordially invited to visit the Hayward Schools at any time. Children are eager to share their school experiences and expect parents to show interest in their school activities. All visitors must register at the office for a visitor's pass upon arrival. If a parent will be staying the duration of a class period and helping with the class, a background check must be performed prior to attending.

4 YEAR OLD KINDERGARTEN SCHOOL SUPPLY LIST

- 1 Backpack, large enough to fit a standard sized folder
- 1 Bottle of Liquid Elmer's School Glue
- 2 Large Elmer's Glue Sticks
- 2 Boxes of Crayola Crayons
- 2 Boxes of Markers
- 2 Pink Chunk Erasers
- 4 Clorox Wipes
- 1 Box of Kleenex
- 1 Box of Ziploc Bags (Last names A-L bring quart size/M-Z bring gallon size)
- 1 Pack of Paper Plates (Large or small)
- Water Bottle

Contact your classroom teacher for more information.

SCHOOL CLOSINGS/DELAYED OPENINGS

4 Year Old Kindergarten will follow the District's school closings/delayed openings. Parents/Guardians will be informed by the school website, radio and/or TV if school is to be closed due to extreme or hazardous weather conditions. Occasionally there may be a delayed opening or early closing because of weather conditions. This will also be announced on the following radio stations:

WRLS-FM – 92.3

WHSM-FM – 101.1, AM – 910

WOJB-FM – 88.9

IMMUNIZATIONS

Students are required by Wisconsin State Law to be immunized against certain contagious diseases. The school is required by state law to enforce the immunization requirements. The school seeks the cooperation of parents in ensuring that their child is properly immunized before they attend school.

Any student not meeting state mandated immunization requirements can be excluded from the school for up to 10 days. A student entering the Hayward Community School District has a full school year, plus 30 days into his/her second year to meet the requirements, before exclusion would occur.

During the first year legal notices are sent out at state mandated intervals to all parents/guardians of noncompliance. After three (3) notices, if the student is still not compliant with required immunizations, that student's name is sent to the District Attorney for possible legal action. If for some reason a student returns their second year and has still not met the first year requirements, a notice will go to the parent/guardian on the 15th school day and if still not compliant by the 30th school day, that student will be excluded from school.

Parents/guardians do have the option of signing a waiver on immunizations for religious, medical, or personal convictions.

HAYWARD SCHOOL DISTRICT POLICIES

A copy of Wisconsin Board Policies and State Statutes is available in the Superintendent's Office and on the district website (www.hayward.k12.wi.us).

The following policies may be of particular interest to parents of four year old children:

Children At Risk Policy # 342

Student Records Policy # 347

Student Surveys Policy # 349

Intranet/Internet Policy and Rule # 363.2

Pledge of Allegiance Policy # 382

Equal Educational Opportunity and Non-discrimination Policy # 411

Student Attendance Policy # 431

Student Discipline Policy # 443

Code of Classroom Conduct Policy # 443.1

Tobacco Use By Students # 443.3

Student Alcohol and/or Other Controlled Substance Abuse Policy # 443.4

Use or Possession of Pagers or Two-Way Communication Devices Policy # 443.6

Student Conduct with Laser Pens Policy # 443.9

Locker Searches Policy # 446.1

Pediculosis (Head Lice) Policy # 453.3

Food Allergies Policy # 453.8

Bus Drop Off of Kindergarten Students Policy # 751.4

Bus Safety Program Policy # 751.2

Guidelines for Food and Beverages Offered to Students at School Functions Policy # 762.2