



# Preschool and K4 Family Handbook

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## Overview

Our Preschool (PS) and K4 programs provide an exceptional school experience for students ages 3-5. Our teachers strive to develop our children socially, emotionally, and spiritually. Our programs consist of story time, prayer, play, projects, and snack.

Focus points include:

- Social skills
- Pre academic skills
- Music, singing, finger plays
- Building fine and large motor skills
- Art and Science projects

## Requirements

Preschool: Children must be 3 years old by September 1<sup>st</sup> AND potty trained

K4: Children must be 4 years old by September 1<sup>st</sup> AND potty trained

## Tuition/Registration

Please see "Registration" tab on our school website for current information. [www.stignatiuskaukauna.org](http://www.stignatiuskaukauna.org)

## Arrival & Departure

Preschool & K4 Session      8:00am-11:00am

**Arrival**: Students and parents should arrive on the playground no earlier than 7:50am. The teacher on duty will let Preschool/K4 students and parents in the building at 7:55am when the bell rings. Parents, grandparents and/or sitters are required to escort their child to their classroom.

**Dismissal**: Students will be escorted to the playground by their teacher at 11:00am. Parents/guardians/sitters should park in designated parking areas on playground. If you are going to be late, please notify the school office by calling 920-766-0186.

### **Extended Days**

On some early release days, Preschool and K4 will have extended days. Dismissal these days will be at 11:25am. Your teacher will notify you in advance of these extended days.

### **Busing**

Busing services are available for K4 students through Kobussen. Bus routes, stops, and eligibility are established by the Kaukauna Area School District and Kobussen Bus Company with respect to school district and parish boundaries. Please contact Kobussen Bus Company for more information. 920-766-0606

Preschool students are NOT eligible for busing services.

### **Child Care**

Child Care services are available for Preschool/K4. Child Care is open Monday-Friday 7am-6pm. Families can use Child Care full time or part time based on needs. Bundle packages are available for enrolled PS/K4. Child Care provides structured activities, free play (indoor and outdoor), hot lunch and afternoon snack.

Please visit the Childcare tab on our website for additional information.

### **Attendance**

Please call the school office by 7:50am if your child is going to be absent.

When you need to take your child out of school for an appointment, family matter, or sudden illness, he/she needs to be signed out in the school office. Likewise, if your child is tardy or returning from an appointment, they need to sign in with the school office prior to going to the classroom.

If your child is ill with diarrhea, throwing up, or fever, please keep him/her home until they are 24 hours free of these symptoms. If your child has chickenpox, rubella, pink eye, strep throat, or other communicable diseases, please keep him/her home at the first sign of breakout and notify the school office.

### **Inclement Weather/Emergency Closing**

St. Ignatius Catholic School will not be in session when Kaukauna Area School District closes due to inclement weather. **In the event of a 2-hour delay, Preschool and K4 will not be in session.**

An emergency card for your child is to be filled out and kept in the school office stating your wishes in case of emergency. Please keep this information updated if any contact information changes throughout the year.

## Immunizations

Wisconsin Department of Health and Social Services Student Immunization Law Requirements:

- 4 DTP/DP
- 3 Polio
- 1 MMR
- 3 Hepatitis B
- Varicella (Chickenpox) Vaccine

## School Supplies

Preschool and K4 students will need a backpack and folder to bring back and forth to school each day. Students will also need supplies that will be utilized community style in the classroom. Such school supplies include crayons, markers, glue sticks, etc. A detailed list is available on the school website under "Parent Resources" tab.

## Dress Code

Preschool/K4 follows a dress code separate from the K-8 School Dress Code.

**Clothes:** Students should dress for an active day. Please do not send your child in clothes you do not want to get dirty. Shorts and dresses worn without tights/leggings can be worn May 1<sup>st</sup> - October 31<sup>st</sup>. All shirts must have sleeves, no tank tops or spaghetti straps (must wear a t-shirt underneath).

Please dress for the weather. This includes snow pants, boots, hats, mittens, etc. come winter. Please label all items with your child's name. PS and K4 classes go outside most days weather permitting.

**Shoes:** Students should wear tennis shoes or other enclosed shoes. NO flip flops or "high heel" dress shoes. Sandals with straps around the ankle are okay. Socks must be worn every day for safety.

**Mass Days (Thursdays):** Students should dress appropriately for Mass days. No jeans or athletic pants allowed on Mass days. Your teacher will let you know which Thursdays are Mass days for PS/K4.

\*Please send an extra set of clothes to be kept at school in case of accidents/illness.

## Conferences

Parent/Teacher conferences will be held in November. A conference can be requested at any point of the year. If you have any concerns about your child's progress, please feel free to contact us at any time. Progress reports will be sent home periodically throughout the year.

**Parent Communication**

Teachers will send newsletters home on a weekly basis keeping you up to date on classroom news and events. These communications will happen by email and/or paper newsletters. The school newsletter will be emailed from the office on Thursdays.

**Field Trips**

Field trips may be scheduled throughout the year. Field trip days will be extended days with 11:25am dismissal. A permission slip will be sent home from the school office one week before the trip. Students must have a signed permission slip in order to participate. There may be field trips scheduled on a day that is not your session. Your teacher will notify you with details of the field trip and how it will work in the event of it being scheduled on your "off" day.

**Specials (Phy. Ed, Computer and Library)**

Preschool and K4 have weekly special classes they will attend. Unfortunately, due to teacher availability and scheduling, not all PS/K4 sessions will attend all specials. All sessions will attend Library and Spanish weekly all year long.

