

# **Lake Country Kindergarten Preschool**

# **Parent Handbook**

A Place To Grow..



Learning, Caring and Kindness at LCK

*Licensed by the State of Wisconsin  
Member of the National Association for the Education of Young Child  
Collaborating Partner with North Lake School District*

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# ***Lake Country Kindergarten Preschool***

***P.O. BOX 191  
North Lake, WI 53064  
(262) 966-2033***

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## ***Our History***

The Lake Country Kindergarten Preschool (LCK) was started over 50 years ago and has been graciously housed in various locations. It was established by a group of concerned parents that wanted their children to be able to experience early learning opportunities. LCK started out as the Chenequa Preschool Co-op while it was housed in the Chenequa Firehouse. Our Saviors Church housed LCK for many years as well. Today LCK finds its home at North Lake Elementary School. It is here that we have a parent run Officers' Board, two teachers and two teacher's aides that keep the opportunity for a cooperative preschool education alive along with the help of its past, present and future Co-op members.

## ***Our Philosophy***

The primary goal of LCK is to provide the preschool child with a happy and rewarding learning environment that fosters a positive self image. Our program will nourish each child intellectually, emotionally, physically and socially. We are committed to building a solid foundation in language arts, math, science and problem solving skills through developmentally appropriate activities that nurture the whole child.

<p><b><i>Goals for the children:</i></b></p> <ul style="list-style-type: none"><li>• Experience creative learning situations</li><li>• Obtain personal pride in their achievements</li><li>• Enjoy group play</li><li>• Function away from home</li><li>• Think for themselves</li><li>• Respect others and their property</li><li>• Develop a healthy self concept</li><li>• Relate to other people</li><li>• Develop self discipline</li><li>• Be perceptive, imaginative and creative human beings</li><li>• Realize that it is fun to learn</li></ul>	<p><b><i>Goals for the parents:</i></b></p> <ul style="list-style-type: none"><li>• Observe their children's interactions with classmates, other parents and the teachers</li><li>• Gain insight into childhood behavior and age-appropriate activities</li><li>• Develop a relationship with the teachers who can become a familiar, professional and valued resource</li><li>• Enjoy continuity between school and home</li><li>• Develop friendships by associating with people who have similar aims and interests</li></ul>
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## ***Our Commitment to you***

The LCK Officers' Board is made up of parents of past and present preschool students. The Board's obligations are:

- To effectively administer a non-profit, non-sectarian Cooperative preschool
- To assist our highly qualified teachers who determine the appropriate curriculum

- To provide a stimulating and reliable flow of information
- To provide a safe and interesting environment in which to conduct classes
- To encourage members to participate at all levels of the Co-op
- To clearly identify each parent's duties within the Co-op
- To appreciate and encourage each individual contribution

## **PRESCHOOL COOPERATIVE 101**

### ***What is a Cooperative Preschool?***

A Cooperative preschool is owned and/or operated by a group of parents and staffed by professional, certified teachers. Parents work together with the teachers to make school decisions and policies.

The Cooperative school recognizes that parents are the primary educators of their children. It encourages mothers and fathers to share their interests and talents in the classroom, on a Board of Directors or on committees. These direct parental efforts and involvement make the Cooperative a unique educational opportunity.

### ***What are the Benefits to Children?***

- School is special when a parent is there to share it.
- Children see the value their parents place on education.
- School is more easily extended beyond the classroom, leading to a lifelong habit of learning.
- Children develop an increased sense of pride and self-esteem when they are the helper and get to show off their parent.
- Children enjoy friendly adults who accept each child in a safe and nurturing environment.

### ***What are the Benefits to Parents?***

- Increased parenting skills and a heightened awareness of young children's development and needs strengthens families and communities.
- Education in child development and parenting skills are found in the classroom, at parent meetings and throughout the school.
- A support network from others in similar situations during the good and the challenging times of parenting.
- A network of friends with the same interests and concerns.
- A chance to observe your child and their peers in a group setting.
- A chance to discover new and hidden talents and contribute your abilities.
- Participation in all aspects of your child's education.
- A voice in school decisions and policy making.
- Ease of communication with teachers.
- A chance to learn to effectively advocate on behalf of children.

## *Parent Obligations*

Each family will be responsible for one Co-op job regardless of how many children they have in LCK programs.

Parents will be required to attend the Fall Orientation which is held before the start of the school year. This 2 hour meeting is an important part of LCK's compliance with Wisconsin State Licensing rules. In order to volunteer in the classroom or act as a substitute teacher, parents must attend this orientation prior to contact with children in the classroom.

Parents will also be expected to attend one (1) monthly Board meeting during the current school year.

Members in good standing will fulfill each of the following obligations:

- Tuition and fees must be up to date
- Effectively perform Co-op job
- Attend Fall Orientation and one monthly Board meeting
- Members must conduct him or herself in a professional and rational manner at all times while on LCK property or while attending an LCK function
- Members will represent the Cooperative in a positive manner to other members and the community at large
- Any grievances about the Cooperative should be resolved utilizing the LCK Communication Guidelines chart located in the Orientation folders as well as the LCK Policy Manual

Membership may be terminated and tuition not refunded by a vote of the LCK Officers for failure to comply with the obligations aforementioned or for inappropriate behavior. The following are examples of inappropriate behavior (this list is not exhaustive):

- Acts of violence, including assault and battery
- Harassment of or threats against the staff, other persons or children
- Possession of an illegal substance or firearms
- Verbal or physical abuse of any child, teacher or member
- Profanity
- Indecent exposure
- Being under the influence of alcohol or an illegal substance

No parent may work in a classroom as a working parent or assist in the classroom for any party, field trip or childcare function if they are suspected of being under the influence of alcohol or illegal drugs or if they are behaving inappropriately.



## ***Tuition and Fees***

Tuition shall be paid as per the payment options outlined in the tuition schedule which is distributed annually. Tuition amounts, late payment fees and non-sufficient funds (NSF) check fees are determined by the LCK Officers with the approval of the general membership. A late fee will be charged for any tuition payments not received within ten (10) days of the due date. An administration fee will be added to each semester or quarterly tuition payment. If costs demand, tuition and fees may be amended during the school year by a vote of the LCK Officers.

Tuition refunds will be given based on the LCK refund policy stated in the policy manual. LCK requires written notice thirty (30) days prior to the expected date of a child's departure. A refund will be given for unused quarters, but not for the current quarter that a child is enrolled. Quarters are determined by LCK's school calendar.

North Lake School District and those open enrolling into North Lake's 4K collaborative program, are exempt from paying the standard tuition amounts. All field trips, after-care, etc. are subject to payments.

Tuition will continue for any period a child misses school. There will be no refund of tuition if the school is required to close due to inclement weather, power outage or other temporary condition beyond LCK's control.

LCK will offer the opportunity for children to go on several field trips during the school year. Parents will be responsible for the fees that will be charged for each field trip. *Please note that fees will not be refunded in the event that your child cannot attend the field trip.*

Scholarships are dependent on the current financial status of the Cooperative. The scholarships shall be reviewed by a subcommittee of the current LCK Officers or a delegated committee.

In the event that collection activity is initiated on a member's delinquent account, the member must pay LCK's costs of collection, including attorney fees.

## ***Volunteering***

LCK values your time and energy and understands that the level of involvement will vary from family to family. We have attempted to make your volunteering as easy as possible. The Co-op jobs list has been categorized according to the amount of time and frequency of the job. Every job, no matter how labor intensive, is important to the Co-op and necessary for it to run smoothly (and for everyone to have fun as well!) If there is something that you believe you can do to benefit LCK, but you do not see that particular job listed on the Co-op job list, please let one of the teachers or board members know. Your participation and communication is vital to the success of the organization.

## ***Discharge of Enrolled Co-op Family***

When a situation arises in which a child enrolled in an LCK program has behavioral or developmental needs that cannot be met within the preschool environment, the first course of action will be a teacher initiated conference with the parents. Both parties shall agree upon an action plan outlining the steps to be taken. At this meeting, a time frame for carrying out these steps will be determined by the teachers. A record of this meeting will be placed in the student's file.

If the situation is not rectified within the time frame agreed upon, the teachers will notify the LCK President, who will verbally notify the parents of the decision to discharge the student. The discharge of any enrolled child is considered confidential and will be handled as discreetly as possible. Tuition will be returned for all unused days, however the registration fee will not be refunded.

***Helpful Tips for a Successful School Year***  
*Understanding your responsibilities and fulfilling them*

***Attend Meetings*** - (Your commitment includes attending the Fall Orientation and attending one monthly board meeting of your choice.

- ***Fall Orientation*** (mandated by the State of Wisconsin) – Before any parent can work or volunteer in the classroom, they must attend this meeting.
- ***Board Meetings*** – Please choose one meeting to attend during the school year. You do not have to RSVP or sign up, just pick a night and come join us. We always encourage parents to come learn more about the day to day operations of LCK and to have a say about how the school is run.
- ***Annual State of the Co-op Meeting*** – This meeting discusses the general status and financial position of LCK. Co-op members will vote for next year’s officers and to approve next year’s budget. This is an important meeting for all Co-op members to attend.
- ***Committee Meetings*** – Depending upon the Co-op job you sign up for, you may be asked to attend meetings in the effort to complete your job.
- ***Parent Education Programs*** – Whenever possible, we will provide speakers on child development, parenting and general education topics. All parent input and suggestions for new ideas are welcomed and encouraged.

***Volunteer***

As we’ve already mentioned, parent involvement is the key to LCK’s success! As a non-profit Co-op, LCK is able to keep costs low by using parent resources whenever possible. When every Co-op family signs up and effectively performs their Co-op job, LCK is then able to have a successful school year. Since the jobs range from demanding to simple, you should find it easy to help out. The sign up for Co-op jobs takes place at the Parent Orientation in the beginning of each school year when job descriptions are available.

***Get involved***

- Form car pools
- Set up play dates
- Meet new friends and socialize with other parents
- Discuss school business particular to your class

***Sign up to volunteer in the classroom***

Your Class Representative will provide a monthly sign-up sheet for parents to indicate a date and time to help out in the classroom. Parents will be able to help out in the 3K classroom beginning November and in the 4K classroom in October. Participation is *optional* and *not* required. If an illness or something else prevents you from coming in on your scheduled day, please call (262) 966-2033 and leave a message for the teachers. A substitute is not needed unless otherwise required by the event. Working parents are asked to arrive prior to their class start time to prepare the room and review the day’s lesson with the teacher. **Please note that siblings are not allowed in class when the parent is working.**



### ***Support your teacher***

LCK is very fortunate to have an unparalleled set of teachers as part of the Co-op family. They teach in our preschool because they know the value of the parent/child/family relationship that a Cooperative promotes. Our teachers work hard to provide an engaging preschool program and learning curriculum. In addition, they also work to help parents gain insights into their own children and the LCK Co-op group as a whole. The teachers look forward to the rewards and benefits that come from their own dedication and loyalty.

### ***Communicate Effectively & Responsibly***

Please always feel free to direct your questions to the teachers, class representatives and officers. Many times you will find the answer in the literature provided to you (i.e. the Parent Handbook, Bylaws, meeting minutes, Orientation folder, event flyers, bulletin boards, etc.) We believe that responsible communication is open, honest and constructive in nature. It should also be directed to the appropriate person(s). We discourage gossip and rumor starting since all that does is promote negativity and friction. We humbly encourage you to engage in responsible communication, especially when you have to voice a concern. Please refer to the ***Communication Guidelines*** chart for additional assistance.

If you need a more in depth conversation with a teacher, she will let you know when she will be available for either a phone conversation or a personal meeting. Unless the situation needs immediate attention, **please try not to address your concern in the beginning of class.** This is the teacher's time for morning greetings and then getting the kids settled into their class time.

We have a suggestion box in the LCK office for you to use at any time. Also, you will find that attending at least one Board meeting during the school year will most likely help with the communication process. The Board meetings are held in the North Lake School conference room and the dates are listed in the master calendar that is handed out at the Parent Orientation. The Board agenda will be distributed prior to the meetings. Your voice is important to the success of LCK, and we take every concern very seriously.



## Lake Country Kindergarten Preschool Communication Guidelines

Generally speaking, the lines of communication should always be open and accessible. For those times that communication is more difficult, or if a sensitive situation arises, procedures should be available when you need them. The following guidelines were created in the effort to facilitate the communication process when a concern arises. These procedures are meant to be a guide and a gentle reminder that when complaints are constructive in nature and directed to the appropriate persons, they tend to be solved positively and with minimal friction. Any concerns, suggestions, questions and complaints are always welcomed and will not be ignored. This is your Co-op and your preschool, and it is all of our children that benefit from everyone working together.

If you are concerned about...	Start with...	If that doesn't work try...
<i>Your child</i> – his/her adjustment to school, behavior while in school, etc.	The classroom teacher – they have valuable insight to offer	Your Class Representative or an LCK Board member
<i>A classroom situation</i> – discipline, curriculum, classroom management, etc.	The classroom teacher – they know the dynamics of classroom activities and how the kids interact with one another	Your Class Representative or an LCK Board member
<i>A teacher</i>	The teacher with whom there is an issue. If this is not possible <i>then</i> please talk to any member of the LCK Board or your Class Representative	The Board of Directors
<i>Another Co-op member</i> – gossip never benefits anyone, but properly expressing a concern does	The Co-op member with whom there is an issue. If this is not possible, <i>then</i> please talk to any member of the LCK Board or your Class Representative	The Board of Directors
<i>An LCK Board member</i>	The Board member with whom there is an issue. If this is not possible, <i>then</i> please talk to one of the other Board members	The Board of Directors
<i>The program, policies, procedures of the Co-op</i> (including fundraising, field trips, schedules, etc.)	Your Class Representative, teachers or any member of the LCK Board	The Board of Directors

You are always welcome to attend an LCK Board meeting and provide feedback. You can also use the *Comment & Suggestion* box in the LCK office as well.

## *Other Co-op Member Contributions*

As already mentioned, part of the uniqueness of the LCK program is the fact that we are a Cooperative that is run and supported by the students, teachers and families. We do not receive funds from any local, state or federal agencies. Therefore, we rely on our members to contribute wherever and whenever they can (volunteering, sharing ideas, driving to field trips, saving grocery receipts) and participating in general.

### *Scholastic Book Program*

Every year we ask each family to purchase one book from the Scholastic Magazine and donate it to your child's class. This helps give the school some new books for the class library and also helps accumulate credits toward additional Scholastic purchases.

### *Class Wish List*

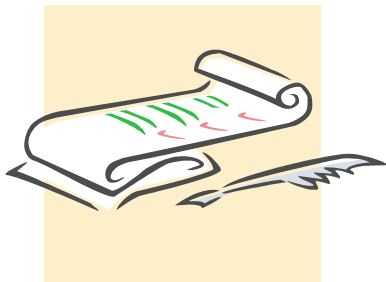
From time to time, the teachers will provide a list of items that are needed for the classroom. This "wish list" may include supplies, toys, furniture, etc. If you are able to donate an item, please bring it in and then cross that item off the list. Feel free to donate an item that isn't on the list. Just ask the teacher if she can use it in her classroom. Remember that the donations are tax deductible! If you would like a receipt for tax purposes, please see the Treasurer.

### *Grocery Receipts*

There are a number of ways at the grocery store help LCK raise additional funds.

- **Piggly Wiggly** - Save those receipts! Place them in the grocery receipts box located in the LCK office.
- **Sentry** – Save these receipts as well. The "Funds for Friends" sticker is no longer required on the receipts. Again, please place your receipts in the box located in the LCK office.

Every purchase, no matter how big or small, adds up and contributes to our fundraising efforts. Thank you for your continued support of these programs and Lake Country Kindergarten Preschool!



## Healthy Snacks

Each child will be assigned snack weeks in which they will bring a snack for the entire class. Recent changes in the snack procedures as dictated by State of Wisconsin require LCK to post a snack list one week in advance. This way all parents will know what *will be* served in class each day. Your teacher and class representative will help to determine the best way to make this communication a simple one. When you do bring in a snack, we ask that these snacks be healthy ones, again, in order to comply with State Licensing requirements. It is the goal of the program to teach our children about healthy eating habits and healthy foods. **The teachers ask that you package any special birthday treats in individual bags. Also, milk will be served at each snack time at no cost to you.**

Since the daily snack is provided by the Co-op parents, we thought that providing serving size information from the USDA's Food Guide Pyramid might be helpful when determining how much of a particular snack to bring to class. The Food Guide Pyramid was developed to help teach preschoolers ages 2 to 6 what to eat to help them grow and stay healthy. This is a kid friendly website that both parents and kids will find useful. For more information, please log on to: <http://www.cnpp.usda.gov>

### What counts as one serving?

<p><b>Grain Group</b>            1 slice of bread            ½ cup of cooked rice or pasta            ½ cup of cooked cereal            1 ounce of ready to eat cereal</p>	<p><b>Fruit Group</b>            1 piece of fruit or melon wedge            ¾ cup of juice            ½ cup of canned fruit            ¼ cup of dried fruit</p>	<p><b>Meat Group</b>            2 to 3 ounces of cooked lean meat, poultry or fish            ½ cup of cooked dry beans or 1 egg counts as 1 oz of lean meat            2 tablespoons of peanut butter count as 1 ounce of meat</p>
<p><b>Vegetable Group</b>            ½ cup of chopped raw or cooked vegetables            1 cup of raw leafy vegetables</p>	<p><b>Milk Group</b>            1 cup of milk or yogurt            2 ounces of cheese</p>	<p><b>Fats and Sweets</b>            Limit calories from these</p>

Unfortunately, there is a good chance that one or more children in the class will have a peanut and/or nut allergy. Therefore, we may ask that you do not send any food products that contain peanuts or nuts. This includes any food products that were manufactured in a plant that also makes food products with peanuts and nuts. Please check the labels carefully. ***The teachers will let you know if and when a peanut/nut allergy situation occurs.*** Below are lists of healthy snacks and the peanut and nut free snacks. We thank you for your cooperation!

Approved Healthy Snacks	Approved Peanut & Nut Free Snacks
<p>Fruit            Cheese slices, string cheese            Vegetables, veggies &amp; dip            Ice cream or frozen yogurt (freezer &amp; refrigerator space is available)            Crackers with cheese, sausage, jelly or (something else perhaps?)            Pretzel sticks            Popcorn            Graham crackers, teddy grahams            Gold fish            Tortilla chips with cheese            Muffins, quick breads, bread sticks            Mini bagels, pizza bagels            Pudding, Jell-O, applesauce            Yogurt, Go-gurt            Pasta            Dried fruits/trail mix            Dry cereal            Pancakes, French toast sticks            Fun fruit snacks (no roll ups please)</p>	<p>Mott's applesauces            Honey Maid graham crackers/graham sticks            Snyder pretzels (any kind)            Ritz, Keebler Club, Premium Saltine crackers            Smucker's jelly or jams            Tostitos tortilla chips            Teddy grahams            Pepperidge Farms gold fish            Cheerios, Fruit Loops, Kix, Trix, Rice Krispies cereals            Yoplait or Dannon yogurt, Go-Gurt stix            Welch's or Jell-O brand fruit snacks            Pillsbury mini pancakes            Kraft macaroni and cheese            Any brand of pasta            Any cheese (cheddar, mozzarella, colby)            Kraft American cheese slices            Jell-O brand finger Jell-O or Jell-O jigglers            Breyer's All Natural chocolate or vanilla ice cream            Johnsonville summer sausage            Keebler animal crackers</p>

*Please note: There are many snack foods that do not contain peanuts or nuts, however they still cannot be brought to school. Even though a product may not contain peanuts or nuts, if it was processed in a plant that has peanuts or nuts anywhere in the vicinity, that food is still a potential danger to the child who is allergic. It is very important to check the food labels. If you are unsure about a particular food, please do not bring it to the classroom. Ask a teacher or investigate further. We thank you for your support and understanding.*

## *Healthy Kids - Healthy School*

Please do your part and keep your child or yourself home from preschool if any of the following symptoms apply:

- Fever within the last 24 hours
- Severe or phlegm-producing cough
- Thick colored nasal discharge
- Sore throat with fever or swollen glands
- Within 24 hours of beginning antibiotic treatment
- Three or more watery stools in 24 hours
- Vomiting two or more times in 24 hours
- Body rash, especially with a fever
- While chicken pox sores are still infected
- Thick mucus or pus draining from the eye
- While any evidence of lice remain

Look objectively at the person who isn't feeling well and ask yourself, if the situation were reversed, "Would I like my child to possibly catch this?" This will help you make your decision.

The State guidelines are as follows:

A child **IS** considered contagious:

- If they have a fever, and up to 24 hours thereafter
- Vomiting – up to 24 hours after the vomiting has stopped
- Rash – up to 24 hours after the rash has disappeared
- At the beginning stages of a cold while it is harsh and continuous, has discolored nasal drainage, is actively sneezing and sniffing, has weepy, watery eyes (any combination of these). Children spread viruses when they sneeze as it lands on toys, equipment and other children and can remain active for hours and in some cases, days.

A child **IS NOT** contagious if he/she has been on antibiotics for more than 24 hours.

There are several illnesses that LCK is required by law to post and notify our families about. Please review the *Healthcare Guidelines* in your Orientation folder which give specific information about contagious diseases. If your child is sick, please call the teachers at (262) 966-2033 ext. 101 for Mrs. Candy and ext 120 for Mrs. Liz.



## ***Field Trip Policy***

LCK will provide several opportunities for children to go on field trips throughout the year. Unless a bus is provided for a field trip, parents will be responsible for driving their own children or creating a car pool with other families in the Co-op. All children must be transported in a properly fitted car seat that meets Wisconsin state laws. Transportation by bus does not require a car seat. Wisconsin state licensing requires all chaperones to view Shaken Baby Syndrome DVD before attending school field trips.

LCK staff must have the *Health History and Emergency Care Plan (CFS-2345)* form for each student who is attending the field trip. All students must have a field trip permission slip completed and signed prior to attending any field trips.

Field trips are not mandatory. If a parent chooses not to have a child go on the field trip, then there will be no class for that child for the day. Also, if a parent chooses not to attend a field trip with his or her child, the teacher should be informed so that other chaperone arrangements can be made. Siblings will be allowed to attend the field trip only if the activity permits. For the 4K classes only, one adult per one child is allowed for each field trip unless otherwise mentioned.

Appropriate conduct on behalf of the parents is a must. If you are accompanying the class on a field trip, please know that you are a chaperone and your job is to look after your child and to correct inappropriate behavior. We ask that you please listen to the guides when applicable, turn off/silence your cell phone, and refrain from talking when the situation warrants. Working together will ensure a fun and successful field trip experience for everyone.

Parents will be responsible for the fees that will be charged for each field trip. *Please be aware that fees will not be refunded in the event that your child cannot attend the field trip.*

## ***Escort Authorization***

All parents will complete the Escort Authorization form prior to enrollment. This form will be put in your child's permanent file and all staff will reference this form when it is necessary to confirm who is authorized to pick up your child from school. All people authorized to pick up your child must be 18 years of age or older. All people authorized to pick up your child must be advised that they need to sign out your child on the sign in/out sheet at the time of pickup. If there are any changes to the Escort Authorization list, parents must send a written, signed and dated notification to the teachers stating the name and phone number of the person authorized to pick up the child. Please bring a note to school each day that the regular pick up or drop off person has changed so that the teachers are aware.

## ***Visitors in the Classroom***

Upon request, parents may visit the children during class time. The teachers and the Board encourage you to do so. However, in order to stay in compliance with our licensure requirements, we must ask that siblings and other children not be allowed to come into the classroom unless accompanied by a parent. Further, if other children come into the classroom they can only stay for a brief period of time. We thank you for your cooperation.

## ***Medication***

Any medication to be administered by a teacher for a child may only be given to that child with written authorization from the parent or guardian. This authorization must include the child's name, birth date, name of medication, administration instructions, medication intervals and length of authorization. It must also be dated and signed by the parent or guardian and kept in child's permanent file. All medication must be in the original container and labeled with the child's name, dosage and instructions for administration. All medication will be stored so that it is not accessible to the children.

## ***Toilet Training***

All students enrolled in any LCK program are expected to be potty trained. Each classroom has its own bathroom and students are encouraged to use them. Wearing diapers or Pull-ups is not acceptable. This is a license requirement and mandated by the State of Wisconsin. Parents will be notified if an accident occurs. If you have any concerns, please talk to the teachers.

## ***Emergency Procedures***

For all emergency procedures that require the classes for the day to be cancelled due to problems at North Lake School, television and radio announcements will be made in accordance with North Lake School guidelines.

For all emergencies that only affect Lake Country Kindergarten Preschool, the President will instruct the Class Representatives to begin calling parents. An email will also be sent out on the group loop.

## ***Snow Day Procedures***

Snow day procedures for LCK will be the same as the Arrowhead School District procedures. School closures will be broadcasted on local TV and radio stations. 4K and 3K classes will be notified by phone call and email.





## *The ABC's of Preparing Your Child for Preschool*

### **A is for Advance Understanding**

- Discuss what to expect at school
- Mention the other children in the class, how many there are, whom they know
- Discuss the toys and equipment that they may play with
- Learn the teachers' names and discuss how the teachers will help your child at school
- Mention that other parents will be at school and some days it will be your turn to be a "helping parent"

### **B is for Beginning Strategies**

- Realize that the beginning weeks of school may be exhausting for your child
- Your child may want you to stay in the classroom and not leave. Encourage your child to accept help from the teacher, so that he/she will learn that the teachers are the ones who will help him/her at school
- Your child may say that he/she does not want to come to school. It is very important for the children to come to school consistently.

### **C is for Comfortable clothing**

- Children should wear washable play clothes to school. They will be playing with sand, paint, clay, glue and other messy materials.
- Label all outerwear with your child's name using a permanent marker
- Send a backpack to school with your child every day
- Make sure that you have a *complete change of clothes* at school for your child (top, pants, underwear and socks)

## *To and From School*

### **Arrival**

North Lake School requests that we park in the front parking lot or park along the solid lines next to the school. Please do not park in front of the school as this area needs to stay clear for school buses and emergency vehicles, when needed. Please use the front main doors and wear your LCK security badge when entering the school. Please also use the hallway that walks you past the 3K room and the LCK office. The children down this wing of the school are older and are better able to handle any outside distractions. ***When walking through the hallways, please remember that we are guests of North Lake School. This is a time for "indoor voices" and "slow walking shoes". Once you arrive at your classroom, help your child take off his/her coat and hang it and the backpack in the assigned locker or on the assigned hook. Once in the classroom, please sign in your child on the "Sign In/Out" sheet.***

### **Departure**

Parents picking up the children are to enter through the front main doors of the school. Please check your 3K Family Mailbox for any new mail. Family mailboxes are located in the LCK office in room 121 across from the 3K classroom. The 4K classroom will send home weekly folder. Please check your child's back pack daily. This might be a good time to get to school a few minutes early so that you can check your Family Mailbox, chat with some parents, check the bulletin board or sign up for the latest volunteering effort. Please also sign out your child on the "Sign In/Out" sheet. ***Please note that any person dropping off or picking up a child enrolled at LCK must be at least 18 years old and, if not a parent or guardian, must be listed on the Escort Authorization Form.***

## Class Times

- **4K class**
  - Monday – Friday **8:15am to 11:00am** (earliest time to drop off is **8:05am**)
  - Monday-Friday **11:45 am to 2:30 pm** (earliest time to drop off is **11:45am**)
- **3K class**
  - Tuesday & Thursday **8:30am to 11:15am** (earliest drop off is **8:20am**)
  - Monday & Wednesday **8:30am to 11:15am**(earliest time to drop off is **8:20**)
  - Optional Friday **8:30am to 11:15am** (earliest drop off is **8:20**)

*Please be prompt for drop off and pick up times.*

## Before/After Care Program

Busing will be available to 3K/4K North Lake District families on the North Lake bus routes. Any child taking the morning bus will automatically be enrolled in our Before-Care Program.

If a parent is using our Before-Care Program but driving their child to school, they may not be dropped off before **7:30 in the morning**. These children will need to be escorted to the 4K classroom. This program is available to all of our 3K and 4K families.

Any child taking the bus at the end of the day at 2:30 will either need to be in the long block After-Care Program or in the PM 4K class.

This program will be staffed by a qualified Child Care Teacher as defined in the WI State Licensing Rules.

The After-Care will be offered in two time blocks:

- **Short Block: 11:00am - 12:45pm**

The short block consists of lunch and outside play.

- **Long Block: 11:00am - 2:30pm**

The long block consists of lunch, outside play, short rest time, enrichment activities, and free play. Children in the long block need a small child size sleeping bag that zips on 2 sides to use at rest time. These will be sent home for washing every 5 days that they are used.

### Payment:

You will be able to sign up for the block(s) you need on a semester basis with payment due at the first of the month in advance. Each child will be allowed two (2) sick days each semester for which no payment will be required (does not include students using drop-in care only). Drop in care will be available daily if there are open spots available and 24 hour advance notice. Daily care will need to be paid for on the day it is used.

### Lunch Details:

Each child should bring a lunch from home that they will eat in the cafeteria. Milk will be provided by the school. All lunches must meet the U.S. Department of Agriculture Child Care Food Program minimum meal requirements. The requirement is to have two ¼ cup serving each of a fruit and/or vegetable, a carbohydrate, and a protein. Lunches need to be placed in the LCK Office in the refrigerator. Please do not forget to pack a napkin and silverware when needed.

### School Closing:

If North Lake/LCK is closed due to inclement weather, emergency, etc. Before/After-Care will be closed as well.

### North Lake School Extended Care:

The LCK After-Care program collaborates with North Lake School's extended care/tutoring program. Any child needing care after 2:30pm will be escorted by the LCK Teacher to the North Lake School Extended Care Program. If you need North Lake Extended Care, please enroll your child by contacting the North Lake School Office. North Lake's fees are in addition to LCK's After-Care fees.

## ***Our Daily Routine***

### ***Arrival***

When arriving at school, the children should find their locker or basket and put all personal items away. Each child will be greeted by one of the teachers in the classroom and then will be expected to find their name and put it in the basket. The children will be able to choose an area to play or will complete a small project until circle time. Please make sure to read the classroom white board located outside the classroom door with your child before entering the room. This will give you an idea of the day's activities. If your child will not be attending class, please call the school at (262) 966-2033 ext 101 for Mrs. Candy and ext 120 for Mrs. Liz. If not notified by 9:30am, the teacher will contact the parents to inform them of the child's absence.

### ***Circle Time***

Circle Time is a special time for the children. The activities include daily job, calendar, weather for the day, days of the week, numbers and finger plays and songs. This time is also used for our large group discussion about themes and activities for the week. We end our day with Circle Time again as we gather for a story and sing our "Goodbye" song. Please pick up your children on time as those who are left waiting tend to feel uncomfortable when all of the other children have gone home.

### ***Small Groups***

During small group time we will be introducing and fostering growth in seven areas: fine motor skills, gross motor skills, visual perception, reasoning, receptive language, expressive language and academic readiness skills. The children will be offered a variety of opportunities to develop in these areas through games and hands-on activities.

### ***Bathroom Break and Snack***

We have a scheduled bathroom break during our program time. The children walk quietly to the hallway bathrooms. We use this time to work on self-help skills. We also have a bathroom in our classroom that is available to the children at all times.

What children eat can have an effect on their physical and mental growth. We encourage your child to eat a good breakfast/lunch before arriving. Our goal is to teach positive eating habits and good manners

at the table. This is also a time when the children learn positive social and language skills. Please make sure you refer to the ***Healthy Snack Policy*** when making choices for snack. Milk will be served at snack time.

### ***Readiness Skills***

Mathematics – Throughout the day, the children will be engaged in math activities. Major concepts that will be introduced are one-to-one correspondence, patterns, sorting and sets, counting, number recognition, shapes, comparisons, graphing, measurements, time, money, estimation and addition and subtraction.

Science – Children have a natural curiosity about the world around them. Through science, children learn to observe, question, explore, experiment, predict and solve problems. They will be given first hand experiences with the human body, machines, plants, animals, weather, the Earth, space, ecology and physics.

Social Studies – The children will learn about a variety of people, places and events from their own community and cultures around the world. The 4K class will be using “Let’s Find Out” magazine to enhance the concepts taught. Field trips during the school year enable the children to learn more about our community.

Art and Music – Art and music integrates all areas of the curriculum and is a natural expression for the children. They will have many opportunities to use a variety of art mediums throughout the year. They will also learn songs and finger plays. Encourage your child to share them with you.

Early Literacy – Literary experiences will provide children with the foundation skills and attitude that they will need to be successful readers. The children will have first hand experiences in these areas:

- Visual discrimination
- Perceptual motor skills
- Following directions
- Understanding the concept of print
- Alphabetic awareness
- Phonological awareness
- Understanding and use prewriting
- Writing to represent thoughts and ideas
- Strategies to derive meaning from text

Story Time - Preschool is a wonderful time to introduce children not only to books, but to *literature*. At Story Time, the teacher shares and models a love for good quality books while offering language and concept experiences.

Language Development – Language development is influenced by children’s social and cultural background. We will provide the children with a wide variety of experiences and opportunities for social interaction throughout the day. We will encourage each child to express thoughts and ideas, ask and answer questions and to use complete sentences while expanding their vocabulary.

Small Motor Skills – The purpose of small motor activities is to develop the small muscles in the fingers and hands, as well as to improve hand-eye coordination. Small motor activities can also increase the child’s attention spans, foster independence and develop problem solving and

thinking skills. Children will experience a wide variety of manipulative materials and projects to develop these skills.

Gross Motor Skills – Young children need to move. As they move, children develop strength, coordination, body awareness, self-control and confidence. Our daily schedule does provide time for motor activities. It is important to make sure your child wears sturdy shoes to school.

Technology- This will be used as an enrichment tool throughout our program.

### ***Classroom Management***

Discipline – Discipline fits into a three level framework: rules, choices and consequences.

Discipline is not punishment but rather a guiding, learning and training process that takes a great deal of time and patience. The teacher's responsibility is to establish appropriate rules and to reinforce those rules with appropriate consequences. The children's responsibility is to make choices about those rules.

We use a variety of positive reinforcements in our daily activities. We use social cues such as smiles, pats on the back and verbal praise. Activity reinforcements include special privileges. Primary reinforcements include rewards such as stickers, stars, etc. We try to ignore inappropriate behavior or we redirect children to another activity. We may remove a child from any activity to give that child time to calm down.

Individual Attention – If the teacher spends a great deal of time with one particular child, it is because she knows that this child needs extra help or may need to be diverted from interfering with the play of other children. The teacher will try to give each child the attention he needs when he needs it.

Individual Accomplishment – The children may at times struggle to put on coats or work zippers by themselves. We encourage each child to help him/herself to the limit of each individual capacity.

Undesirable Words – The teacher generally ignores undesirable words knowing that as a rule, the child will not continue this behavior if his words do not have the "shock value" he/she counted on. If the language continues, the teacher will work on teaching the child more appropriate words.

Arguing – We try to let the children resolve their own differences; stepping in only when there is obvious distress or when there is a danger of harm. We will model verbal behavior for the children when necessary (For example, if two boys are fighting over a truck: "Johnny, Eric would really like to have a turn with the truck. When you are finished playing, he would like the truck." To Eric: "I can tell you really want the truck. When Johnny is finished playing, he will give it to you. You are waiting so patiently!")

Dangerous Situations – The children are not allowed to hurt themselves, other people or property. Adults will intervene in all situations when safety is at stake.

Talking About a Child – Never talk about a child in front of him/her or other children. The teacher will discuss any behaviors or situations involving the child with his/her parents privately. Confidentiality is important and expected.

## *Special Activities*

### **VIP Week – 4K**

Each child will be given a VIP week during the school year. The 4K class will be given a special board to take home and complete. The board has spaces for your child to place baby and family photos that you'd like to share with the class. Please also complete the "Favorite" sheet and place it on the board as well. During your child's VIP week, a special adult may come into the classroom to share a special talent, activity or just to stay with the class for the day. The board will be given to your child usually on Friday so that you have the weekend to complete the assignment. Please return the board on your child's next school day.

### **Star Student Day – 3K**

In January, we will begin our Star Student Days. Each child will have a turn to be the Star Student for a day. On this day the child will be able to invite a special adult to come into the classroom and spend some time with us. They will have the opportunity to share a special talent, activity or game with the children. The day will end with the adult and Star Student sharing a favorite story with the class. The time for this activity will be from 10:30-11:15. The day for your child to be our Star Student will be decided at the Fall Chat-with-the-Teacher.

### **Birthday Celebration**

Birthdays will be acknowledged during Circle Time. Birthday dates will be posted on the monthly calendars. If your child wants to bring in a special treat, they will be able to pass it out at the end of the day. These treats should be **packaged in individual bags** so that it is an easier process for the teachers and the kids. Summer birthdays will be celebrated during the last months of school.

### **Mystery Bag**

Beginning in January, each child will be given numerous opportunities to take the Mystery Bag home.

**3K:** The child will put an item in the bag and then, with your help, think of 3 clues to give to the class so that the class may try to guess what is inside. Please write these clues on a piece of paper and put inside the bag so that the teachers may help with this activity if needed. The bag should be returned to school the next day your child attends school. This activity takes place of show and tell.

**4K:** The child will put an item in the bag, then with your help, fill out "Herman The Worm" fact sheet. Please place the fact sheet in the bag and return it to school on the day that is requested. This activity takes place of show and tell.

This activity develops expressive language, builds vocabulary and helps students gain self confidence when they speak in front of their classmates.

### **Character Bag**

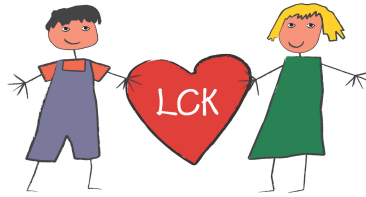
During the school year, your child will receive a Character Bag to take home and share with your family. Inside, there will be a stuffed character, a story, an activity to do at home and a notebook. Please read the story, complete the activity with your child and write a short story in the

notebook about the character's visit with your child. Please return the bag the next day your child attends school.

### **Book Orders**

Your child will be bringing home a Scholastic book order form approximately once a month. If you wish to order books for your child, simply complete the form and put it in an envelope with a check made payable to "Scholastic" for the exact amount of the order. Please do not send cash. You can place your envelope in the "Book Order" box located in the classrooms. These books are a fantastic value for you plus your orders allow the teachers to earn "book points" for the classroom libraries.

A Place To Grow...



Learning, Caring and Kindness at LCK

## Lake Country Kindergarten Preschool Chain of Command

### **Board of Directors**

#### **LCK Officers**

President

Vice President of Operations

Vice President of Communications ~ Secretary ~ Treasurer

### **Center Director/Administrator**

### **Teachers**

### **Class Representatives**