

Welcome to Appleton Community 4K!



2023-2024 Family Handbook

Site: Apple Tree Connections

Address: 5020 N. Providence Ave.

4K Teacher: Renee Buresh

Phone: 920-560-5437 **Email:** BureshRenee@asd.k12.wi.us

Site Director: Kristin Kasuboski

Phone: 920-560-5437 **Email:** info@appletreeconnections.com

Suzette Preston

Appleton Community 4K Principal

Director of 4-Year-Old Kindergarten

(920) 852-5600

COMMUNITY-4K@asd.k12.wi.us

Program website:

<http://4k.asd.k12.wi.us/>

Site website:

info@appletreeconnections.com

Welcome to Appleton Community 4K! We are looking forward to taking many great steps with you and your family on this journey. We will do our best to help you along the way and give your child the means to reach his or her greatest potential. We believe with your support and participation in the classroom, we can work side by side as a team to make your child's first school experience positive and memorable. If at any time you have questions, please do not hesitate to contact your child's teacher, your Site Director, or the 4K Principal. We are all here to ensure that you and your child have a fantastic year of learning and growing!

A Message from Your Site Director

At Apple Tree Connections, we believe in partnering with our parents to provide the best for our children. We are looking forward to you joining our Apple Tree Family, and we are excited about sharing this 4K journey with you. Should something occur that you have a question about or are unhappy with, please do not hesitate to contact your teacher or give me a call so we can work together to address your need. Please do not think that your concern is too little or that you do not want to bother us. Some of the greatest ideas we have had, have come from our parents and families.

If you have a concern that you have been unable to resolve with your teacher and/or the Site Director, please contact:

Suzette Preston, Principal, Appleton Community 4K, Director of 4-Year-Old Kindergarten
(920) 852-5600 or COMMUNITY-4K@asd.k12.wi.us

She will help to address your concern and/or direct you to the appropriate individual.

Philosophy

The philosophy of Appleton Community 4K is that children learn best through play. The 4K school year is designed to provide a safe and nurturing environment in which children can learn through a wide variety of play activities. Children learn best when they are actively engaged in all types of play activities. Therefore, we will provide developmentally appropriate, hands-on activities, in which each child is an active participant in the learning process. Activities and materials will also be based upon things that are of interest to the children. Children also learn best in a positive supportive environment that encourages each child to be independent, creative and self-assured. It is our goal to make this experience a positive one for each child. More information regarding the 4K curriculum can be found later in this handbook and on our Appleton Community 4K website.

School Hours

Our morning class will begin at 8:30 am and end at 11:14 am. Our afternoon class will begin at 12:20 pm and end at 3:04 pm.

Drop-off / Pick-up Procedures

Students are not to be dropped off at school before 8:25 am for the morning class or 12:15 pm for the afternoon class. The children should be brought into the classroom as class begins. Children should be picked up promptly at 11:14 am (morning class) and 3:04 pm (afternoon class). Parents/guardians may incur a childcare charge if children are dropped off or not picked up within 15 minutes of school start and end times.

Attendance / Tardy Policy

Regular school attendance is essential to school success and is the shared responsibility of students, families, schools, and community. Daily educational opportunities lost through absences can never fully be made up. Studies demonstrate that missing 10% of enrolled days, or a minimum of 14 school days, will lead to lower scores in math, letter recognition and social-emotional aspects on kindergarten readiness assessment. This pattern is established early in a child's life and is influenced by the attitude and support shown by the child's family. Again, studies demonstrate that missing the same amount of school, 14 days in a preschool or 4 year-old-kindergarten, may lead to substantially lower rates of reading fluency in second grade.

Appleton Community 4K is a public school grade level and students in 4 year-old-kindergarten are expected to attend 4K classes on a daily basis. Excused and unexcused absences will be determined based on the procedures described in the AASD Student Attendance Policy. Regular, on-time attendance is always vital to your child's success. Our school day starts with a class meeting and discussion of our learning topics for the day.

Please be aware, consistent with the practice in all AASD schools, if your child misses 10 days of school or more, regardless of the reason, you will receive a letter from the district. Our intent with the letter is to remind you of the importance of regular school attendance, and to offer assistance for those families who may be having difficulties maintaining regular attendance with their child.

If your child is ill or will be absent from 4K, please call your child's site at (920-560-5437) no later than 15 minutes after the class session is scheduled to begin. Alternatively, you can use the Absence Request tool in the Infinite Campus Parent Portal to report your child's absence. (Find instructions here:

<https://www.aasd.k12.wi.us/common/pages/DisplayFile.aspx?itemId=14365360>)

For safety reasons, if we do not receive a call from you, we will call you at home or work to verify your child's absence. If your child rides a Lamers bus, please also notify the bus company that your child will not be riding the bus by calling Lamers Bus Lines at 832-8800 ext 2.

Illness Policy

In order to promote a healthy environment at school for all children, we ask that you be particularly alert to the beginning signs of illness in your child. Keeping your child home during an illness until recovered will help prevent the spread of illness to others in the school. A child with a fever, or diarrhea, or vomiting, should remain home until they have been symptom free for 24 hours without the use of medication.

The following symptoms may indicate the presence of a communicable disease:

Thick mucus from the nose	Persistent, productive cough	Red eyes
Persistent abdominal discomfort	Diarrhea	Sore throat
Nausea or vomiting	Skin infection	Earache
Discharge from eyes or ears	Excessive drowsiness	
Any rash that is not normal for your child		
Elevated temperature associated with other symptoms		

If your child has any of these symptoms at school, you may be contacted, and if so will be expected to make arrangements to pick your child up from school as soon as possible.

To assist us in providing the best possible care for your child at school, please keep us informed of any changes in your child's health status, including medication changes, allergies, etc. We would be happy to discuss any concerns you may have about your child's health. Please feel free to contact us at school.

Health Information

Medications should be given at home whenever possible. Should a medication be required during school hours, parents/guardians and child's health care provider must fill out and sign an "Authorization for Medication Administration" form. Medications must be supplied in properly labeled containers from the pharmacy. The school must be notified whenever changes in medication or treatment are made. Children are not allowed to medicate themselves. For you and your child's protection, an adult must deliver all medications to the classroom teachers or 4K site office. Medications are never sent home with a child.

All students must be in compliance with Wisconsin's Immunization Law. If your child is due for immunizations, they can be received at no cost, or for a minimal fee, through the Appleton Health Department 920-832-6429. Your child's pediatrician or family doctor will also be able assist you with ensuring your child's immunizations are up to date.

Please inform the school of any changes in your child's health or any new health concerns that may develop.

In Case of Lice: The parent/guardian of any student found to have nits or live lice will be notified. The student may remain in school until dismissal; however, parent/guardian may choose to pick up student at the time of discovery or at the end of the school day.

Dressing for the Weather

Children may go outside when weather and playground conditions permit, this includes winter weather when temperatures are above zero degrees including wind chill. Children will need appropriate outdoor clothing. If this is a concern, please contact your child's teacher.

In warm weather, we ask that your child dress for the weather. Make sure that shoes fit well and are safe on steps and playgrounds.

School Closures

In the event of bad weather, dangerous road conditions, school emergencies, school closings, delays in starting the school day, or early school dismissals, important information may be announced on local radio and TV stations. The AASD uses local radio and TV stations to inform families of such schedule changes as quickly as possible. Families are able to designate in their Infinite Campus portal if they wish to be notified by phone and/or email of emergency closings.

Please avoid calling District or school offices during such emergency situations. This seriously disrupts our phone lines and makes it difficult to make vital out-going calls. The District's website also contains school cancellation information: www.aasd.k12.wi.us.

School Closing: When the Appleton Area School District closes, Appleton Community 4K classes will also be cancelled. ATC families enrolled in Extended 4K may remain at ATC unless notified by Front Office management.

School Delay: If the school has a two-hour delay due to bad weather or any other emergency the morning 4K class will be cancelled. The afternoon class will begin as normal on emergency two-hour delay days. ATC families enrolled in Extended 4K may arrive at ATC per their normal schedule unless otherwise notified by Front Office management.

Communication

If you have a change in your child's schedule, pick-up procedures, or other information that you need to share with us please send a note with your child in his or her take-home folder. These folders are checked every day. Written communication is always best practice and can clarify confusion. **Teachers will not be able to make changes in your child's scheduled pick up procedures without direct written communication from you. If an emergency or unexpected situation arises which requires a temporary change, please call your site directly at (920-560-5437).** A note or phone call to us about unusual situations such as: sleep, appetite, unique

home situations, illness, family changes (new baby, moving, etc) will help prepare teachers to better understand your child.

Change of Address / Phone Information

It is critical that the school is able to contact a parent/guardian immediately in the event of an emergency involving your child. Therefore, it is essential that we are promptly notified IN WRITING if your home, work, cell or emergency contact numbers have changed. If there is a change in your address, home phone number, cell phone number, emergency contact, or email address it is also important that you please log into your Infinite Campus parent portal immediately to update this information for the school district.

Bussing / Expectations on Bus

The Appleton Area School District Pupil Transportation Handbook containing Student Transportation Services and Policies will be included in the AASD Family Message sent out in August. If your child rides a bus, please review these expectations for riding the bus with your child. In addition, please ensure that the colored transportation I.D. band for your child's backpack is in place throughout the school year. If you have not received one, or are in need of a replacement, please contact your child's teacher.

Birthday / Holiday Celebrations

The Appleton Area School District promotes a whole child approach, which ensures that each student is healthy, safe, engaged, supported, and challenged as part of the total learning environment. For important medical, diversity and cultural reasons, and to strive toward inclusive environments wherever possible, the Appleton Area School District School Wellness Policy was revised in Spring 2018. Recognitions for special occasions (birthdays, holidays, etc.) during the school day will not include students bringing in snacks/treats from outside of the District for other students and will instead take place through non-food practices. This policy includes our school host and community partner classrooms of Appleton Community 4K.

Home / School Folders

A take-home folder will be provided to your child on the first day of school. This folder will contain important information regarding your child's 4K program, as well as class projects or activities that your child will want to share with you. At times, your child's folder will include forms that need your attention and require that you return the form(s) to school. Please place communications from your family to the teacher in this folder as well. Please keep this Home/School Folder inside of your child's backpack and check it daily for information regarding school.

Daily Schedule

The daily schedule will include large group, small group, center work play workshop, and large and fine motor time. The tentative schedule with times will be distributed on the first day of school. A complete daily schedule can be viewed on our website.

https://4k.aasd.k12.wi.us/our_school/daily_schedule

Our Appleton Community 4K Curriculum

The AASD 4K Curriculum was developed by a committee of school district and community early childhood teachers and approved by the Board of Education on March 25, 2013 and revised in June of 2020. The Appleton Area School District 4-Year-Old Standards and Curriculum were developed utilizing the resources of the Wisconsin Model Early Learning Standards, the Wisconsin Common Core State Standards for ELA, Math and Literacy, AASD Kindergarten Curriculum, and the Wisconsin Pyramid Model for Social and Emotional Competencies. Your child will experience many opportunities for large group, small group and center activities designed to support each individual child's development in the domains of early learning. Through these experiences, the children work to become independent, self-confident, curious learners who can work well with others. We are teaching children "how" to learn not just in school but throughout their lives. We do this by creating purposeful and productive play experiences that help children grow in all areas of their development.

Appleton Community 4K supports the American Academy of Pediatrics recommendation for no more than one hour of screen time/digital media use each day for this age group. As such, the use of computers, tablets, and other electronic devices is limited in the 4K classroom.

Please note the following AASD guidelines for parties/celebrations/movies and TV:

- Classrooms can have 3-5 parties/celebrations per school year.
- Purpose and rationale for parties/celebrations will be communicated in a clear and timely fashion to parents.
- Parties/celebrations will not advance one set of religious beliefs over another.
- Only G-rated films/Y and G-rated TV programs will be used without parent/guardian permission. PG-rated films/Y7 and PG-rated TV programs will only be used with principal approval and parent/guardian permission.
- Teachers must preview content prior to showing any movie or TV program in school.
- Reasonable use of movies and TV programs is expected. Movies and TV programs will have educational value and be tied to AASD curriculum.
- Teacher will be responsible to provide an appropriate "opt-out" activity if the child is not permitted to see the film or TV program.

Behavior Guidance Approach

It is the goal of Appleton Community 4K to work with children and families to promote positive child behaviors. Positive behaviors are used in the classroom, in the home and in the

community. Appleton Community 4K has implemented The Pyramid Model for Social and Emotional Competence to achieve this goal.

The Pyramid Model provides a framework to teach, to practice and to use positive behavior supports such as solution cards, visual supports including individual schedules, clear classroom expectations, and Tucker Turtle's problem-solving steps to regulate strong emotions. In 4K we recognize that our students are just beginning their social and emotional learning journey. Teaching our 4K children strong social and emotional competencies is our priority. Sometimes our students demonstrate behaviors that are not consistent with our expectations. We view these situations as opportunities to teach or reteach and support our students' learning.

Occasionally, some of our students experience strong emotions and/or significantly challenging behaviors that need extra behavioral support and instruction. For these students, our school staff work with the child's family, the child's teacher, and the site director to develop a support plan. This plan includes strategies to reduce the significant behaviors while replacing them with more effective ways for the student to manage their emotions and use problem solving strategies.

Retention

Children enrolled in Appleton Community 4K attend for one year. A grade level retention may be considered if a child demonstrates a lack of progress in completing the board adopted 4K curriculum, based on observation and progress monitoring data. After spring Parent/Teacher conferences, if a parent/guardian of an Appleton Community 4K student would like their child to be considered for retention, they should submit a letter to the Director of 4-Year-Old Kindergarten stating their request for consideration and the concerns leading to their request. Requests must be received by April 15th.

Upon receipt of a request for consideration of retention the Director will identify a Student Services team, which will include the child's 4K teacher and site director. This team will review progress and assessment data for the student and complete classroom observations. In order to fully assess the child's progress throughout the 4K year, a meeting will be held during the final two weeks of school with the Student Services team and the child's parents/guardians to discuss the request and the information collected, to determine whether retention will be recommended.

Parents/guardians who are concerned with their child's progress should contact their child's teacher for more information regarding the Consideration for Retention process. In addition, your child's teacher will be able to provide you with informational resources for you to review as you consider your child's growth during 4K.

Newsletters

A classroom newsletter will be sent home each week. This communication tool will not only allow you to know what is happening in your child's classroom, but will also serve as a way to start conversations with your child about his or her day. Newsletters will also be available on-line at: <http://4k.aasd.k12.wi.us/news/newsletter>. In addition, a monthly newsletter will be available from the Appleton Community 4K office that will provide families with program information including information about upcoming Family Involvement events. The monthly newsletter will be sent home to families at the email address listed in Infinite Campus, as well as be available on-line at: <http://4k.aasd.k12.wi.us/news/newsletter> .

Family Involvement

An important part of our program is family involvement. Families will have an opportunity to become involved with their child in the school setting and in learning activities throughout the community. It is a fun way for your child to show you the things he/she is learning and for you to learn and experience new things with them.

Parents/guardians and families are a child's first and most important teachers. We are excited to join you in this important work. Please take advantage of the many opportunities that will be available throughout this school year here at our site and throughout the district. Information about family involvement activities will be included in your child's weekly and monthly newsletter.

Parent Teacher Conferences

Parent Teacher conferences will be held twice a year for all children attending Appleton Community 4K. These will be scheduled in October and February. In January and May families will receive an Appleton Community 4K Progress Report which will provide further information regarding your child's progress and development.

Toys and Electronic Devices from Home

Parents/guardians are asked to discourage children from bringing toys from home to school. When these items are misplaced or broken, it causes much unnecessary grief. Electronic devices such as cellular phones, electronic paging, two-way communication or gaming devices must be stored in the student's backpack during the school day. Because of the young age of our 4K students and the lack of personal storage areas with locks, parents/guardians are encouraged to not send such devices with children to school.



AASD Complaint Procedure

Appleton Community 4K

Appleton Area School District staff are committed to working closely with parents and guardians to resolve issues and concerns in a way that is mutually agreeable.

What are the steps to follow when you have a concern, question, or problem that needs attention?

1 First, contact the **classroom teacher or staff member**. If there is a serious issue, you may wish to schedule a face-to-face meeting rather than phone.

2 If no resolution has been reached, or if your concern is 4K site wide, please contact the **4K Site Director**.

3 If no resolution has been reached, or if your concern is school wide, please contact the school's **Principal/ Administrative Supervisor, Suzette Preston** at 852-5600.

4 If resolution is still not reached, please contact the **Assistant Superintendent** assigned to your school at 852-5300 x60113.

5 Unresolved issues may be appealed to the **Superintendent** at 852-5300 x60111.

6 The final step in the District appeal process is the Board of Education. Appeal requests should be submitted in writing to the **President of the Board of Education**, AASD Scullen Leadership Center, P.O. Box 2019, Appleton, Wisconsin 54912-2019, or email AASDBoard@ascd.k12.wi.us.