

Welcome to 4K



Welcome to the West De Pere School District's Four Year Old Kindergarten Program. The 4K program is developed to be an exciting and positive step in your child's life long journey of learning. Given that early childhood is a journey and not a destination, our goal is for each child to be an active, engaged learner who will grow to their full potential in a high quality, nurturing, and educational environment. We are dedicated to planning and preparing activities that will build your child's confidence in their abilities, provide love and acceptance so that they can be comfortable to explore their vast potential and celebrate the wonder and excitement of this special time in your child's life.

Our Program includes:

- Highly trained and experienced teachers.
- A beautifully equipped classroom with careful consideration given to developmentally appropriate learning materials.
- Small class sizes that allow for individual attention.
- Safe and sanitary learning environment.
- Child-friendly and convenient class times.
- Regular weekly communication with teachers and a commitment to keeping parents well informed about your child's day and the upcoming events.
- Educational field trips and school presentations that enhance the curriculum.
- Parent involvement activities that provide fun ways to interact with the families and staff in our program.
- The 4K program is play-based. Within these play experiences, children are exposed to a literacy/print-rich environment. They are provided opportunities for dialogue, learning through social interaction, dramatic play, listening to stories, and writing. A play-based program allows children to develop at individual rates. Teachers are able to differentiate instruction to meet the various needs of their learners.
- Research shows that play in early childhood is the best foundation for success in school. Play develops many skills that are necessary for children to learn to read and write for success in math and science. Play also develops behaviors that help children learn all school subjects.

Our Curriculum includes:

- Group activities that develop social skills such as sharing, listening, patience and cooperation.
- Thematic units that present a large array of fun and exciting topics for children to discover.
- Small group learning activities that promote skill development in the areas of letters, numbers, vocabulary and children's individual educational needs.
- Opportunities for independent learning through hands-on experiences in classroom learning centers.
- Daily living skill development through daily routines and activities.
- Self-expression through the arts and music.
- A word rich environment that includes an appreciation for literature and reading.



Open House/4K Orientation Meeting

We will start with the parent meeting and then have time for families to explore the classroom and meet the teacher. Please feel free to bring in school supplies at this time. The orientation meeting times are as follows:

Tuesday, August 27	4:30 – 5:30	AM Students
Tuesday, August 27	5:30 – 6:30	PM Students

ROOM GUIDELINES

Age Range

- Must be 4 years old by September 1st

Classroom size

- Ranges from 16 - 21

Number of staff

- A certified teacher and an instructional aide in each class

Class times

Westwood AM, 8:40 - 11:25

Encompass AM, 8:40 - 11:25

Our Lady of Lourdes AM, 8:30 - 11:15

Kiddie College AM, 8:40 - 11:25

Westwood PM, 12:40 - 3:25

Encompass PM, 12:30 - 3:15

Our Lady of Lourdes PM, 12:25 - 3:10



Staff qualifications

- Teachers are Department of Public Instruction certified.

Locations

- The West De Pere School District 4K Community Collaborative Program includes sections located in public schools and community sites. All 4K teachers have a bachelor's degree in education and some graduate work in professional development related to the needs of the program. We try to keep ratios at 20:2 with the second adult being a teacher's instructional aide.

Programming

- The program follows the Wisconsin Model Early Learning Standards. Classroom environments meet the standards of Early Childhood Environment Rating Scale (ECERS). Appropriate learning materials are available to all students regardless of location. Materials directly correlate with performance standard goals.

Snacks

- A healthy snack is provided during each session.

Communication

- Monthly newsletter, calendar of events, daily activity board and personal conversations are used to keep parents informed.

LOCATION INFORMATION

Kiddie College - 1370 Partnership Dr.
(920) 347-9260
Mrs. Mandy Susek - Teacher
Mrs. Susie Dessart - Aide
Debi Lepak-Director

Encompass Early Education Center
2000 Lawrence Dr.
(920) 336-1541
Mrs. Cathy Seidl - Teacher
Mrs. Ileen Westphal - Aide
Mrs. Angie Heck - Aide

Our Lady of Lourdes - 1305 Lourdes Ave.
(920) 336-3091
Mrs. Jennifer Torres - Teacher
Mrs. Beth Mueller - Teacher
Mrs. Kendra Deschane - Aide
Mrs. Colleen McCurley - Aide
Mrs. Christina Hendricks - Aide

Westwood Elementary - 1155 Westwood Dr.
(920) 337-1087
Ms. Kristy Dugre - Teacher
Mrs. Michelle Nooyen - Teacher
Mrs. Michelle Axford - Aide
Mrs. Annie Schwaller - Aide
Mrs. Sue Schreurs - Aide
Mrs. Nicky Popp - Aide
Mrs. Michelle Ernzen - Special Education Teacher
Mrs. Kathy Bolger - Special Education Aide
Mrs. Vicki Shier - Special Education Aide



THINGS YOU NEED TO KNOW

First Day of School: The first day of school is September 3, 2019

First Day of school procedures:

- At ENCOMPASS, the students will go straight to the classroom after being greeted by a staff member at the front door.
- At WESTWOOD, when your child arrives on the first day, the teachers and instructional aides will greet your child off the bus and then **gather in the foyer area of door 9 on the east side of the building for the AM session and the hallway area of door 6 on the east side of the building for the PM session at WESTWOOD.**
- At KIDDIE COLLEGE, the students will go straight to the classroom after being greeted by a staff member at the front door.
- At OUR LADY OF LOURDES when your child arrives on the first day, the teacher and instructional aides will greet your child off the bus and then gather in the classroom.

Registering:

4K families new to the area, and not yet registered, are invited to register their children any time between 8:00 and 3:00 Monday - Thursday at either the Hemlock Creek or Westwood Elementary School offices.

Busing:

Bus numbers and times of pick up will be mailed to parents in August. Parents must call Lamers Bus Lines at 336-0565 option if they are not riding the bus. Each 4K student will receive their own 4K bag during their open house times. This black and orange bag is only for 4K students and is easy to spot. Along with your bag, you will find a colored wristband and tag. What these two items are intended to do, is help the bus driver and/or school personal identify a 4K student. Each wristband and tag will be color-coded to match a particular 4K site. If at any time you have questions or concerns about busing, please feel free to contact Mr. Jim Gamble - coordinator- @ 336-0565. Reminder: If you registered through open enrollment, transportation will be your responsibility.

Fees:

The 4K fee is \$15.00. This fee can be paid online. Simply click on the following link and follow the steps: <http://www.wdpsd.com/SchoolPay.cfm> Applications for a fee waiver will be sent home with the students on the first day of school.

UPCOMING IMPORTANT DATES

August 27	Open House/Parent Meeting AM: 4:30-5:30; PM: 5:30-6:30
September 3	First Day of School
September 10	Westwood/Hemlock PTO Meeting @ 6:30PM
September 25	Westwood 4K Picture Day
October 11	Early Dismissal -- NO 4K
October 15	Encompass/OLOL/Kiddie College Picture Day



INFORMATION SENT HOME

Many pieces of information will be coming home with your child. Look for them during the first few days of school.

- Applications for School Fee Waiver
- Envelopes for Payment of Student Fees
- Insurance Applications
- School Bus Rules
- Letter from Superintendent about Directory Information

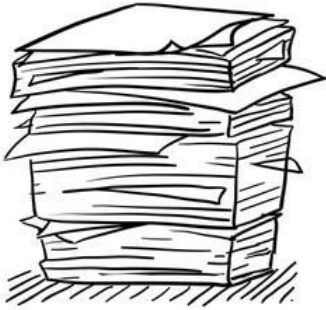


VOLUNTEERS/VISITORS

Visitors and volunteers on school premises are required to come to the office, identify themselves, state the purpose of the visit, and sign in our visitor/volunteer clipboard. You will also be asked to wear a name tag for security reasons. Please limit your visit to the area planned. If you wish to see other staff members, please schedule an appointment with them.

All volunteers will receive a volunteer packet that needs to be filled out including a background check. Once approved, you may come, sign in and volunteer. Any background checks approved in 2015-2017 are still valid. If your background check was approved prior to these dates, you will need to reapply.

Becoming a Paperless District



The West De Pere School District is joining other area schools to move all of our school/home communication to paperless. We will be sending Tuesday Notes, Newsletters, and other information electronically.

If you do not have access to internet or email, please contact Westwood at (920) 337-1087 or Hemlock Creek at (920) 425-1900.

SCHOOL SECURITY INFORMATION

The following procedures are in place for security and safety:

- Volunteers are welcome at school. We are required to do a background check on all adults who come to work with our children. You will not be able to work/volunteer in our facility until your background check is completed.
- At Westwood, supervision begins at school at **8:20**. At Encompass, OLOL, and Kiddie College, supervision begins at **8:30**. Students are not to be dropped off prior to that time. In the afternoon, supervision at Encompass and Our Lady of Lourdes at **12:15** and begins at Westwood at **12:30**.
- If you come in during the day to drop off a project or a treat, we will not send you directly to your child's classroom. We will be glad to have your child come and talk with you, but we would like to reduce disruptions so that we can focus on learning time.
- All doors except the front office are locked during the school day. If you are coming to pick up your child or visit, you must sign in and wear a visitor badge. All doors at Encompass, Our Lady of Lourdes, and Kiddie College are locked during the day. You must buzz the office to be allowed to enter.
- Tuesday is note day. Please watch for notes to be **EMAILED** home on Tuesdays.

