



PORT WASHINGTON-SAUKVILLE

**PRESCHOOL
PROGRAM
HANDBOOK**

PORT WASHINGTON-SAUKVILLE PRESCHOOL PROGRAM

Port Washington-Saukville Preschool-Program Handbook

Table of Contents

Welcome	3
Program Locations and Coordinators	4
Mission Statement	5
Philosophy	5
Curriculum	5-6
Attendance	7
Parent-Teacher Conferences	8
Child Guidance	8
Weather Related Information	8
Transportation	9
Volunteer Opportunities	9
Health-Related Services	9
Special Occasion Treats	9-10
Alcohol, Tobacco, and Other Drug Abuse	10
Non-Discrimination Policy	10
Student Records	11
Confidentiality	11

PORT WASHINGTON-SAUKVILLE PRESCHOOL PROGRAM

District Mission Statement

We educate all children to reach their greatest potential.

Welcome to Port Washington-Saukville School District!

This handbook is designed to be a helpful guide to Port Washington-Saukville School District parents and their children. Whether you are brand new to our school district or have other children in the district, questions often arise. This booklet is designed to provide the answers to those questions for you.

Please take the time to read the contents of this handbook. Then keep it handy to refer to as questions arise during the course of your child's time in preschool.

As you review the handbook, you will notice references to the District Calendar, which is published yearly and mailed to the homes of all school district families in late summer. If you have not received your copy by late August, you may request one from the School District Offices at 100 West Monroe Street. This is a valuable resource you will want to keep.

If you find that you have any questions, which are not answered in the handbook, please e-mail the Preschool Administrative Assistant at Elicia.Timberlake@pwssd.k12.wi.us or call the Preschool Office, located at Dunwiddie Elementary School, (262) 268-5715. We are always happy to help you. Your questions will also help us to identify information, which needs to be added to future revisions of this document.

We are pleased to have you as a part of the Port Washington-Saukville School District family! We hope this handbook is the first step in providing a smooth start to our time together.



PORT WASHINGTON-SAUKVILLE PRESCHOOL PROGRAM

Program Locations and Coordinators

Port Washington-Saukville School District-Coordinating Public School District

Preschool Office located at Dunwiddie Elementary School

1243 W. Lincoln Ave.

Port Washington, WI 53074

Phone Number: 262-268-5715

Email: Elicia.Timberlake@pwssd.k12.wi.us

Preschool Coordinator: Joanna Bannon

CLC (Community Learning Center)

1234 West Lincoln Ave.

Port Washington, WI 53074

Phone Number: 262-284-6502 Fax: 262-268-0898

Email: clclorigramoll@gmail.com

Program Coordinator: Lori Gramoll

St. John XXIII

1802 N Wisconsin St

Port Washington, WI 53074

Phone Number: 262-284-2682

Email: kklein@stjohn23rd.school

Program Coordinator: Kristine Klein

Port Preschool, Inc

131 N Webster St.

PO Box 5

Port Washington, WI 53074

Phone Number 262-284-6173

Email: portpreschoolpresident@gmail.com

Website: www.portpreschool.com

Program Coordinator: Abby Werner

Saukville Preschool, LLC

341 S Dries St

PO Box 80016

Saukville, WI 53080

Phone Number: 262-284-4933

Email: saukvillepreschoollc@live.com

Website: www.saukvillepreschool.com

Program Coordinator: Sherri Ansay

YMCA

465 Northwoods Road

Port Washington, WI 53074

Phone Number: 262-268-9622 ext. 3406 (classroom)

Email: mmcann@kmymca.org

Program Coordinator: Matt McCann

PORT WASHINGTON-SAUKVILLE PRESCHOOL PROGRAM

MISSION STATEMENT

- We believe that every child in the Port Washington-Saukville School District has a right to high-quality, developmentally appropriate preschool education.
- We believe that the important components of this program should include:
 - Play-based curriculum
 - Voluntary participation by families and providers
 - Family support and local resources
 - Services provided in a community setting
 - Support for networking between parents, school, and community programs
- We believe that community collaboration will provide children and their families an array of learning opportunities that give children a jump-start in school and life.

PHILOSOPHY

The Port Washington-Saukville School District and the community agency partners believe that every child in the Port Washington-Saukville School District has a right to high quality, developmentally appropriate preschool education. All community children will be allowed to participate in the preschool program and the associated activities regardless of handicap, race, color, national origin, religion, or gender.

It is the intention of the Port Washington-Saukville Preschool Program to use the Wisconsin Early Learning Standards and Creative Curriculum as a guide for classroom focus. The collaborative partners will strive to create an environment which stimulates creativity and learning for the children. It has been concluded that the curriculum will be play-based as children learn best through experiences. All services will be provided within a community setting typical of preschoolers.

The collaboration values the family-school connection and encourages parents to attend parent-teacher conferences, parent outreach activities, and to volunteer in their child's school.

CURRICULUM

The goal of our early childhood 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. The Port Washington-Saukville School District is committed to promoting a high quality preschool education for all children. Play is the important work of a four-year old.

The teachers for the Port Washington-Saukville School District will use the Creative Curriculum and the Wisconsin State Early Learning Standards (thinkbigstartsmall.com) as a curriculum guide. For discipline, the teachers use a program called Conscious Discipline. All teachers have four-year degrees in early childhood/kindergarten and are highly qualified to work with preschool children. In addition, the teachers and assistants will continue to attend conferences and workshops on early childhood education. Each child will be given

PORT WASHINGTON-SAUKVILLE PRESCHOOL PROGRAM

the opportunity to learn at his/her own pace and in the way preschoolers 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 and into adult life. Your child's daily schedule will include a balance between the following types of activities:

- Active and quiet times
- Large group activities, small group activities, as well as time to play alone or with others
- Time for children to select activities on their own and time for the children to participate in teacher directed activities

The following are a few examples of how what appears to be play is actually a learning experience that helps the child prepare for school!

When Children Do This.....They Are Learning To:

Put blocks in a truck and dump them out	Understand size, weight, and number concepts (Math and Science)
Put pegs in a pegboard	Eye-Hand Coordination (Reading and Writing Readiness)
Finish a puzzle	Complete a task from start to finish (Study habits and Self-Esteem)
Play beside other children	Get along with others (Social Skills)
Follow directions in a recipe by adding ingredients	Understanding measurements (Math)
Turning pages of a book	Learning to read from left to right
Scribble on paper	Using writing as a means to communicate, fine motor coordination
Listen to a story and talk about what happened	Love of books, remembering details, expressing ideas (Language)
Put on dress-up clothes	Small muscle development (Writing and Self-Help)
Make play-dough	See how materials change (Science) Following directions (Listening Comprehension)
Separate cups and plates	Grouping objects into categories (Math)

PORT WASHINGTON-SAUKVILLE PRESCHOOL PROGRAM

ATTENDANCE

It is an expectation that each child will attend school when school is in session. The importance of regular attendance cannot be overstated; regular attendance at the four-year-old preschool level establishes healthy patterns of attendance that can last throughout the school years and into adult employment. Each location maintains records for enrolled children. 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 has not notified the staff of the absence.

When in doubt of your child's health condition, play it safe for your child as well as for the other children in the class. Please keep your child home if he/she has:

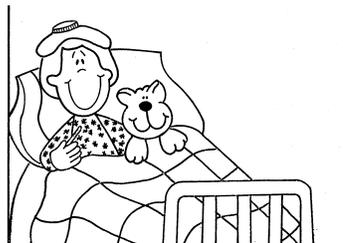
- a temperature of 100 degrees or higher.
- vomited within the last 24-hours.
- had diarrhea within the last 24-hours.
- an upper respiratory infection or common cold where there is much nasal discharge or green nasal discharge.
- a cough that is hacking or continuous.
- Pink Eye. He/she may return to school once he/she is receiving treatment for this condition.
- chicken pox or mumps.
- Strep Throat. He/she may return to school 24 hours after starting antibiotics.
- a severe earache.
- any skin diseases (such as impetigo, scabies, etc.).

A doctor's note will be required for the child to return to school.



In the event of one of the following conditions, the staff will call a parent/guardian to pick up their child when the child:

- has a temperature of 100° or higher.
- has vomited.
- has diarrhea.
- is continually coughing.
- is constantly fussy and crying for an unusual amount of time for an unexplained reason.



PORT WASHINGTON-SAUKVILLE PRESCHOOL PROGRAM

PARENT-TEACHER CONFERENCES

Communication between the parents and the preschools is of utmost importance. Communication between parents and teacher should take place as often as possible. At a minimum, each agency will schedule a parent-teacher conference for children so the teacher can advise the parent of the progress of their child. Conferences will take place once in the fall and once in early spring.

CHILD GUIDANCE

The Port Washington-Saukville School District promotes the philosophy of positive guidance of children where children develop self-control of their actions and increase their self-esteem. The goal in every classroom is to develop appropriate social skills so the child can become an independent and well-adjusted individual.

The classroom teachers and teacher assistants have the responsibility of guiding children's behavior and ensuring the safety of all the children and adults in the classroom. The classroom teacher has the primary responsibility of determining what developmentally appropriate behavior guidance techniques will be used in each specific situation.

Techniques used in prevention:

- Giving clear and reasonable expectations
- Teaching the correct behavior
- Making the children feel important and respected

Non-confrontational techniques used by staff:

- Redirecting
- Shadowing
- Modeling
- Praising
- Suggesting
- Changing the environment
- Providing logical and meaningful consequences
- Staying calm



Adult interaction may be necessary when a child displays a lack of self-control. The child may be removed from the situation for a short period of time. The child may return to the activity when the child determines he/she is ready. *Staff and parents must remember that each child develops at his/her own rate. Therefore, staff and parents must remember that each child needs to be looked at individually.*

WEATHER RELATED INFORMATION

In the event of a school closing due to inclement weather or other emergency, the school district will announce the closing on the radio and television stations listed in the District Calendar. School closing information will also be posted on our district's web site (www.pwssd.k12.wi.us) and on our Hot Line (262-268-6066) by 6:30 AM.

PORT WASHINGTON-SAUKVILLE PRESCHOOL PROGRAM

TRANSPORTATION



The District will provide transportation for students who live in the rural areas outside the Village of Saukville, outside the City of Port Washington or District students who live in a designated hazardous area.

- ***If you qualify for free bussing and plan to utilize this service, you must choose an afternoon placement at either Saukville Preschool or the YMCA.***
- ***If you do not qualify for free bussing but would like to have your child bussed, you can contact Johnson Bus Service at 262-284-5330 for information on cost and pick-up schedules. Transportation to any site will only be available for PM Sessions.***

VOLUNTEER OPPORTUNITIES

Parents have the longest contact with children and are recognized as their child's first and most effective teacher. Parents are encouraged to participate as much as possible in the Port Washington-Saukville Preschool Program. Parents can also participate in other ways such as acting as a parent volunteer in the classroom, acting as a chaperone on field trips, reading a story to the class, helping prepare classroom materials, etc.

Any adult volunteering in the classroom will be required to complete a volunteer background check form prior to assisting in the classroom. It is the policy that any volunteer charged or convicted of crimes against sexual morality involving children may not be present with children.

HEALTH RELATED SERVICES PHILOSOPHY

Children with Disabilities

Port Washington-Saukville Preschool Program recognizes that each child has an individual pattern of growth and an individual learning style. Building upon the results of observations and interventions; evaluations, activities, curriculum, and the physical environment are modified to support each child's needs. Port Washington-Saukville Preschool Program works closely with families regarding transition issues, future placements, long-range goals, strategies, and service priorities for the child.

SPECIAL OCCASION TREATS

The Port Washington-Saukville School District recognizes the benefits of healthful foods in our schools and classrooms to assure that our children can grow, learn, and thrive.

PORT WASHINGTON-SAUKVILLE PRESCHOOL PROGRAM

If parents desire to send a food item for a child's birthday or special event, the food should be low in sugar and fat. ***Due to an increase in food allergies in the general population, foods containing nut products or nut byproducts should be avoided if possible.***

Parents are encouraged to send items that are more nutritious in value. Such items could include the following:

Raw vegetable sticks, raisins, water, fresh fruit, pretzels, party mix, fruit kabobs, popcorn, low sodium crackers, frozen 100% juice pops, string cheese, BAKED corn chips, bagels/cream cheese, dried fruits, fat free potato chips, rice cakes, trail mix, low-fat muffins, granola bars, flavored yogurt, Jell-O snacks, angel food cake, fruit parfaits, veggie pizza, low-fat pudding cups, low-fat and skim milk, 100% fruit juices, low-fat ice cream/yogurt/sherbet, low-fat meat and cheese sandwiches, low-fat dressings, yogurt, dips, salsa.



ALCOHOL, TOBACCO, AND OTHER DRUGS STATEMENT

Alcohol and other drug use is prohibited at all Port Washington-Saukville Preschool Program functions including, but not limited to:

- Classroom activities & field trips
- Home visits with home visitors or other staff
- Family Outreach programs and activities

Alcohol and other drug use prior to Port Washington-Saukville Preschool Program functions is strongly discouraged. Any behavior exhibited at Port Washington-Saukville Preschool programs or activities that suggest abuse of alcohol or other drugs will result in that person being asked to leave.

The Port Washington-Saukville Preschool Program locations are smoke free environments per state statutes that disallow smoking in public school buildings or on grounds or facilities housing public school programs. A smoke free environment is also required at Port Washington-Saukville Preschool Program functions which include, but not limited to, field trips, or on the playgrounds. Parents are not required to abide by the Smoke Free Policy during home visits in their own homes. However, parents are encouraged not to smoke during these home visits.

NON-DISCRIMINATION POLICY

No person shall, on the basis of 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 Port Washington-Saukville School District.

PORT WASHINGTON-SAUKVILLE PRESCHOOL PROGRAM

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. The school district and the collaborating preschool partners will have regular communication regarding your child's progress in Port Washington-Saukville Preschool Program.

"Student Records" are defined as relating to an individual student, other than notes or records maintained for personal use by teachers or other certified personnel that are not available to others.

"Directory Data" are those pupil records that include the child's name, address, telephone listing, date and place of birth.

CONFIDENTIALITY

Every family has the right to their privacy being respected and enforced. Each agency 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 or 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.

