

# Middleton-Cross Plains Area School District

MCPASD 4K



## Program Handbook 2011-2012

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# **MCPASD 4K- Program Handbook**

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## **Middleton-Cross Plains 4K (MCPASD 4K)**

The *Middleton-Cross Plains 4K (MCPASD 4K)* program is a voluntary, comprehensive child development program available to **all** four-year-old children and their families within the Middleton-Cross Plains Area School District (MCPASD). MCPASD 4K is a play-based program designed to nurture the social, emotional and early literacy skills of four-year-old children. It does not take the place of kindergarten. MCPASD 4K is implemented using a community-collaborative model that builds on existing resources within our community. Partnerships between our elementary schools, child care centers and preschools are used to provide quality early childhood education for four-year-olds. For more information about our program, go [www.mcpasd.k12.wi.us](http://www.mcpasd.k12.wi.us) and click on Schools.

### **Eligibility**

A child must be four years old on or before September 1<sup>st</sup> to participate in the *MCPASD 4K* program. There will be no early admission to the program.

### **Vision and Mission**

#### **Our Vision**

To provide developmentally appropriate quality learning experiences for all 4 year old children so that they may develop the skills needed for learning, cooperation, positive social relationships and success across all environments.

#### **Our Mission**

Our mission as a school community is to ensure quality educational and social foundations for all four-year-old children.

### **Curriculum of MCPASD 4K**

All sites will follow the same curriculum. **Houghton Mifflin Pre-K** provides a rich, comprehensive, integrated curriculum that takes advantage of young children's natural curiosity about the world around them. The science, social studies, poetry and math links weave content throughout the program to enrich children's language, early reading skills, and background knowledge. Independent explorations take place during center times where children are encouraged to refine their natural inquiry skills, their expanding knowledge base, and their language skills.

## **Program Days and Hours**

A program has to meet DPI requirements of a minimum of 437 instructional hours and 87.5 hours of parental involvement in the MCPASD 4K program. All programs will operate Monday- Friday, except when noted on the calendar for training dates, vacations, in-services, etc. All sites will follow the Middleton-Cross Plains Area School District calendar. PLEASE NOTE: MCPASD 4K students may have a slightly different schedule than the K-12 student calendar.

\*Approximate starting and ending times for the programs (times may vary slightly):

### **MCPASD 4K Class Hours:**

AM Session: 8:45 – 11:21

PM Session: 11:51 – 2:27

## **Snacks at School**

Each site will vary how snack break is handled during the MCPASD 4K program. MCPASD 4K sites will follow licensing regulations or established guidelines for snack. The Middleton-Cross Plains Area School District recognizes that good health is related to student performance, growth, development, readiness to learn and overall physical well-being. Healthy eating patterns and regular physical activity are essential for students to achieve their full academic and life potential. If parents send food to school, the food items should be nutritious in value.

## **Program Locations**

### **Academy For Little Learners**

Address: 9649 Silicon Prairie Parkway, Verona  
Contact: Amy Crooks 608.826.5437

### **Club House For Kids-Cross Plains**

Address: 1805 Bourbon Road, Cross Plains  
Contact: Kathy Rogenuer 608.798-5540

### **Club House For Kids - Middleton**

Address: 3150 Deming Way, Middleton  
Contact: Rebecca Rogenuer 608.824.2090

### **Kids Junction Pre-School**

Address: 8084 Watts Road, Madison  
Contact: Sheryl Strommen or Sandra Olsen 608.827.5437

**LaPetite Academy-Fourier**

Address: 1222 Fourier Drive, Madison  
Contact: Robert Kohl 608.836.4769

**LaPetite Academy-Gammon**

Address: 202 South Gammon Road, Madison  
Contact: Kelley Riggs 608.827.4769

**Little Red Pre-School**

Address: 7739 Terrace Avenue, Middleton  
Contact: Karen Meinholz/Diane Olson 608.831.0033 (extension1)

**Middleton Baby and Childcare**

Address: 3401 Valley Ridge Road, Middleton  
Contact: Elizabeth Strasma 608.824.0248

**Middleton Pre-School**

Address: 7118 Old Sauk Road, Madison  
Contact: Joan Stopleworth 608.836.7554

**Pooh Bear Child Care and Pre-School**

Address: 1340 Deming Way, Middleton  
Contact: Theresa Shaeffer 608.831.2327

**YMCA-St. Dunstan Building**

Address: 6205 University Avenue, Madison  
Contact: Jessica Blank 608. 288.4101 (Extension 4006)

**YMCA-St. Martins Building**

Address: 2427 Church Street, Cross Plains  
Contact: Jessica Blank 608.288.4101 (Extension 4006)

**West Middleton Elementary School**

Address: 7627 Mineral Point Road, Middleton  
Contact: 4K Principal, Kari Gault 608.829.9039

**4K Office**

Address: 7106 South Avenue, Middleton  
Contact: Kari Gault, Principal, 608.829.9039    Rose Kelso, Secretary, 608.829.9067

## Middleton-Cross Plains Area School District -MCPASD 4K Student Calendar

Thursday, Sept. 1 First Day of School/First Quarter/Trimester begins

**Monday, Sept. 5 Labor Day - No School**

Wednesday, Sept. 21 Collaborative Release Time (CRT)\* **NO 4 year-old Kindergarten**

Wednesday, Oct. 26 Collaborative Release Time (CRT)\* **NO 4 year-old Kindergarten**

**Thursday, Oct. 27 No School**

**Friday, Oct. 28 No School**

Friday, Nov. 4 End of First Quarter

Monday, Nov. 7 Second Quarter begins

**Friday, Nov. 11 No School - Parent Teacher Conferences**

Wednesday, Nov. 23 Collaborative Release Time (CRT)\* **NO 4 year-old Kindergarten**

**Thursday, Nov. 24 No School - Thanksgiving**

**Friday, Nov. 25 No School - Day after Thanksgiving**

Wednesday, Nov. 30 End of First Trimester

Thursday, Dec. 1 Second Trimester begins

Friday, Dec. 9 **NO 4 year-old Kindergarten (Collaboration, Parent Outreach)**

Wednesday, Dec. 21 Last day of school before Winter Break

Winter Break Thursday, Dec. 22 - Monday, Jan. 2

Tuesday, Jan. 3 Students return to school

**Monday, Jan. 16 No School – Teacher In-service (MLK Day)**

Friday, Jan. 20 Second Quarter/First Semester Ends

**Monday, Jan. 23 No School - Teacher Work day**

Tuesday, Jan. 24 Third Quarter begins

**Tuesday, Feb. 14 Collaborative Release Time (CRT)\* NO 4 year-old Kindergarten**

Tuesday, Mar. 6 End of Second Trimester

Wednesday, Mar. 7 Third Trimester begins

**Friday, Mar. 9 NO 4 year-old Kindergarten (Collaboration, Parent Outreach)**

Friday, Mar. 23 Last day of School before Spring Break/Third Quarter ends

Spring Break – Saturday, March 24 – Sunday, April 1

Monday, April 2 Students return from Spring Break/Fourth Quarter begins

**Friday, April 6 No School**

**Tuesday, April 17 Collaborative Release Time (CRT)\* NO 4 year-old Kindergarten**

**Friday, May 11 NO 4 year-old Kindergarten (Collaboration, Parent Outreach)**

**Monday, May 28 No School - Memorial Day**

Friday, June 8 Last Day of School/Fourth Quarter/Third Trimester ends

\* The MCPASD 4K has a slightly different calendar than the district calendar due to MCPASD 4K collaboration/training, and parent outreach activities.

## **Reporting an Absence**

It is an expectation that children enrolled in the *MCPASD 4K* program will attend school every day school is in session. School attendance laws of the state of Wisconsin require that children must attend school regularly. By state law, regular school attendance is the joint responsibility of the parents and the school. School authorities must enforce the law as cited in Statute 118.15.

Please call your child's MCPASD 4K school site by 7:30 a.m. each day if your child will not be able to attend school or will be late. Please inform the person answering the phone of your child's name, the length of and reason for the absence, and that the child is attending the MCPASD 4K program. Your call is important to help us protect the safety of your child and to ensure accurate attendance records. If a student is absent and we do not receive a call from home, we will call your home/work or emergency contact numbers to verify the absence as part of our safe arrival policy. Attendance is taken every day and sent to the school district MCPASD 4K office. Prompt notification of absences helps keep the record keeping accurate!

## **Emergency Closing**

### Excusing Children Early

**If it is necessary for a child to leave school early, parents or guardians need to make arrangements with the site office for the child's release.**

### Snow Days/Emergency Closings

The decision to close school will be made by the Superintendent of Schools. In the event that school would be canceled, delayed, or dismissed early due to inclement weather, please listen for the announcement on the following radio stations:

<b>Radio AM</b>	<b>Radio-FM</b>	<b>Television</b>
1070 WTSO	92.1 WMAD	3 WISC
1310 WIBA	94.9 WOLX	15 WMTV
1480 WTDY	96.3 WCJZ	27 WKOW
	102.5 WNWC	
	104.1 WZEE	
	105.1 CharlieFM	

**Information will be available beginning at 6:00 a.m. Parents are asked to have arrangements in place, in advance, for the care of their children if school should be dismissed before the end of the day. The 4K site must always have a current emergency phone number.**

## **Family Outreach Program**

An important component of *MCPASD 4K* is the family outreach program. The focus of the program is to provide parents and children opportunities to grow as a family. Throughout the year activities and presentations will be open to all families. Examples include, but are not limited to, family fun nights, potluck dinners, training workshops, parent-teacher conferences, open houses, and parent newsletters. Each family is encouraged to participate in the activities and trainings.

## **School Visitations**

One of the best ways to understand the classroom is to visit. If you would like to visit, please make arrangements with your child's 4K site.

## **Volunteers**

Volunteers share their time, skills, and interests with the students and teachers at school. These partnerships become a continuing exchange of information and are activities that benefit all children.

The safety and well being of the students, staff, and volunteers of the district is important. Therefore, the district shall conduct criminal background checks on all volunteers who will be working with and/or have access to students if they are unsupervised by a staff member for any period of time to volunteering.

## **Parent-Teacher Conferences**

Student progress is communicated through a combination of written reports and the parent-teacher conferences. Parent-Teacher conferences are held two times a year, individual sites set their conference schedules. The purpose of the conference is to provide an opportunity to discuss your child's progress and special needs with his/her teacher. These conferences are a very important part of the school year and an effort should be made to attend. It will help you and the teacher if you come to the conference prepared with a list of specific questions that you would like addressed. The short time that you spend in a conference may prove to be the most valuable time you spend at school. By attending a parent-teacher conference, your child will see the importance you have placed on education and how valuable it is to obtain a good education.

## **Custodial/Non-Custodial Parents**

In most cases, when parents are divorced, both mother and father continue to have equal rights where their children are concerned. If you have a court order limiting the

custody, communication or visitation rights of one parent, please bring a copy to the 4K site. Unless the court order is on file at the 4K site, we must provide equal rights to both parents.

## **Change of Information**

Please let your child's 4K site know as soon as possible if at anytime during the school year your family has a change of:

- Address
- Telephone numbers
- Emergency contact (change of person or telephone numbers). Please let the people you choose as emergency contacts know that you are listing them as emergency contacts.
- Health needs
- Child care arrangements
- Guardianship

## **Student Records**

The cumulative record is an individual report on each student, required by law. The records may be viewed by the school staff and parents or guardians, in the presence of the school principal or designee. Only appropriate MCPASD 4K staff and the child's parents/guardians may see the record unless the court subpoenas it.

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

## **Student Nondiscrimination**

It is the policy of the Middleton-Cross Plains Area School District that no person be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability as required by section 118.13 of the state statutes.

This policy also prohibits discrimination under related federal law, including Title VI of the Civil Rights Act of 1964 (race, color, national origin), Title IX of the Education Amendments of 1972 (sex), Section 504 of the Rehabilitation Act of 1973 (handicap) and Americans with Disabilities Act of 1990 (disability). Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the district shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the district. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

Students who have been identified as having a disability, under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act, shall be provided with reasonable accommodations in educational services or programs. Students may be considered disabled under this policy even if they are not covered under the district's special education policies and procedures. The district shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements, in accordance with Board policy. The district encourages informal resolution of complaints under this policy. If any person believes that the district or any part of the school organization has failed to follow state or federal law or in some way discriminates on the basis listed above, he/she is directed to follow the district's complaint procedures.

## **Student Services Personnel and Programs**

### Services Offered to Children with Special Needs

Children who have been identified as having a need for special education services are included in the MCPASD 4K classrooms. In partnership with the Middleton-Cross Plains Area School District Special Education department, MCPASD 4K is able to offer a wide range of services for students. To receive services the child must have a need that is identified on the child's Individual Education Plan (IEP).

### School Psychologist

The school psychologist's role includes consultation, individual assessment, program planning, and intervention on an individual, family or classroom level. We are currently emphasizing a pre-referral intervention program in dealing with a student's learning or behavioral challenges. The school psychologist, may as a member of a team, discuss a student's behaviors and learning styles with parents and teacher(s) while considering interventions.

### School Nursing

MCPASD 4K sites will follow licensing regulations or established guidelines for nursing/health care issues. District Nursing services are available via phone consultation.

### School Social Worker Services Include:

- Facilitating communication between home and school
- Accessing community resources such as:

- Free or low cost health care and insurance
- Housing programs, food pantries, and other economic support programs
- Counseling (individual or family)
- Keeping safe/protective behaviors education
- Parent education
- Free snack bags (Contact Tamara Sutor at 829-9029 for more details)
- Accessing Car Seats
- Accessing School Supplies

## **Qualifications of Teachers**

Federal law requires that we share with you the qualifications of teachers in our program. There is information to which you are entitled. There are questions you may ask to obtain this information including the following:

- Is my child's teacher licensed to teach the grades or subjects assigned?
- Has the state waived any requirements for my child's teacher?
- What degrees does my child's teacher hold?
- Are there instructional aides (paraprofessionals) working with my child? If so, what are their qualifications?

Please know that all teachers have at least a bachelor's degree in all the **MCPASD 4K** programs. In addition, there are number of paraprofessionals and they are considered qualified for this work according to the licensing at their site.

If you want to see the state qualifications for your child's teacher you may find it in the District Office or on the Wisconsin Department of Public Instruction (DPI) website at [www.dpi.state.us/dpi.state.us/dpi/dlsis/tel/lisearch.html](http://www.dpi.state.us/dpi.state.us/dpi/dlsis/tel/lisearch.html).

## **Transportation**

Transportation is provided for the MCPASD 4K program, following the existing MCPASD transportation guidelines. Transportation is available during the hours of the MCPASD 4K program, but not for extended care. For more information about the transportation services, see Board Policy 751 (Student Transportation Services).

### **4K Transportation Policies**

- An adult must be at the pick-up location 5 minutes before the scheduled bus arrival time.
- Students must be ready to board when the bus arrives.
- Before a driver can drop-off a MCPASD 4K student, s/he must see the face of an adult in an open doorway.
- If the driver does not see that an adult is meeting the student, the bus will finish the route and will return for another drop-off attempt. If an adult is still not visible,

the student will be brought to the District Administrative Center at 7106 South Avenue Middleton, WI 53562. Every effort will be made to reach family and emergency contacts. If DAC staff are unable to make contact with a parent/guardian or listed emergency contacts, authorities will be called. It is **imperative** that families ensure the 4K site has updated parent/guardian and emergency contact information.

- Bus ride times may vary day-to-day due to factors such as inclement weather, student absences from routes, delays in students being ready to board the bus, or delays in being able to drop-off students.
- An adult must call the transportation department 608-829-2365 if the student will not be riding the bus on a given day.
- If a student's behavior on the bus is unsafe or disrespectful, the transportation director will complete a Bus Conduct Report and the 4K Principal will contact the family.
- Bus service may be interrupted, modified, or stopped if a student's behavior or a family's practices interfere with the safety or well being of others.
- If a student's pick-up and/or drop-off address changes, the 4K site assignment may change.

## **Governance Structure**

### **Governance Structure**

The MCPASD 4K Principal will meet with a number of groups to ensure the quality and consistency of the 4K programs across all settings:

- 4K teachers and/or directors of preschool sites to facilitate discussions on curriculum, student data, outreach programming, and other topics.
- Directors of the preschool sites to discuss needs and concerns, determine programming needs at sites, management issues, enrollment and other topics.
- Other administrators from the MCPASD may be asked to attend specific meetings to coordinate programming.
- Director and teacher(s) at each site to discuss the environmental rating scale twice during the first year and once every year after.
- Director of Professional Development to address staff needs.
- Director of Teaching and Learning - Student Services to ensure quality programming for children with special needs.
- Director of Teaching and Learning - Curriculum to address curriculum needs and programming issues.
- Director of Business Services to develop the 4K budgets.
- Coordinator of Continuous Improvement & Assessment to develop data collection for individual students and overall 4K program.
- Transportation Director to work on bus routes and transportation needs for the program.
- Superintendent to discuss site options and contracts for collaborative preschool programming