

**2015-2016
4-YEAR-OLD
KINDERGARTEN
HANDBOOK**



**TANNER EARLY LEARNING CENTER
2500 Fieldcrest Drive
Kaukauna, WI 54130
(920)766-6150**

Check us out on the internet! www.kaukauna.k12.wi.us

Like us on Facebook! (Dr. H B Tanner Early Learning Center)

Follow us on Instagram! (tannertigers)

Tanner family newsletters, supply list and handbook are all available online.

4-K

Four-year-old kindergarten is based on the fact that children learn at different rates, in different ways and at different times. It is our responsibility to view each child as a unique individual capable of great things.

Our Philosophy on the Importance of Play

Children learn best through using their senses to explore and manipulate the world around them. An old Chinese proverb reads: "Tell me and I will forget; show me and I may remember, involve me and then I will understand." Children at play are like adults at work. Play is a time for contemplating, organizing and investigating. It is an active opportunity to practice language, experience social dynamics and live out fantasies and future grown-up events. Although 'free-play' or 'free-choice' may evoke noisy, chaotic images, it is only coined 'free' as the choice has been left up to the child as to what and how to play and whom to play with. It is a great vehicle to facilitate young children's learning in a creative, engaging and empowering way. When you pose the question, "What did you do in school today?" and their response is; "I played", be confident that they have not realized that through play they were hard at work and learning that day.

What does our Curriculum Include?

- Fine Motor: manipulatives, scissors, crayons, pencils
- Gross Motor: walking, running, jumping, skipping, etc.
- Literacy: listening to stories, letters, sounds, rhyming, writing
- Math: numbers, sorting, sequencing, vocabulary
- Cognitive: letters, numbers, sorting, sequencing
- Language: answer/ask questions, articulating needs, singing
- Social/Emotional: sharing, taking turns, being respectful, problem solving, following directions
- Independent Skills: pack/unpack backpack, dress and undress themselves, being responsible, toileting, cleaning up
- State Assessment: PALS (Phonological Awareness Literacy Screening). This is given in Fall, Winter and Spring.
 - This assessment measures:
 - Capital & lower case letter recognition
 - Name writing
 - Letter sounds
 - Beginning sound awareness
 - Print & word awareness
 - Rhyming
- Math Assessment:
 - Math Expressions resource is used to assess students three times a year to measure growth towards knowing the beginning of Kindergarten math concepts.



What other activities does my child participate in?

- Gym class - 1 time per week (Mrs. Otto & EA)
- Library - 1 time per week (Mrs. Miller & EA)



When will they attend?

- 5 days a week - Monday thru Friday
- A.M. - 7:50-10:40
- P.M. - 12:20-3:10
- 4K classes follow the Kaukauna School District calendar for in-service and vacation days.
- AM & PM 4K will NOT have classes on district scheduled $\frac{1}{2}$ days.

Snack

- Students receive a daily snack each day
- Each classroom has a different way of having parents provide snack.
- If your child's birthday occurs during school, feel free to send in a treat.
- The following is a nutrition policy for KASD

"All foods available on school grounds should meet or exceed the District Nutrition Standards. This includes any specific food item which does NOT have sugar listed as one of the first two ingredients including, but not limited to: brown sugar, corn sweetener, corn syrup, fructose, glucose, dextrose, high-fructose, honey, invert sugars, lactose, maltose, molasses, raw sugar, table sugar, sucrose or syrup."

Arrival & Dismissal Procedures

- Bussing is available for your child if you live .5 miles or more away from school.
- All the children ride the small busses with only Tanner children.
- You are responsible for buckling your child on the bus.
- You are responsible for getting your child off the bus, this means an adult **MUST BE PRESENT** before they are allowed off the bus.
- AM children should not arrive before 7:35 a.m.
 - Students will wait outside door #5 until the bell rings and a staff member escorts them inside.
- PM children should not arrive before 12:15 p.m.
 - Bus students will wait on the bus until a staff member arrives to escort them to their classroom through door #9.
 - Students being dropped off by parent/guardian will need to stay with them until a staff member greets them at the door. Students will wait by the picture of their teacher and be escorted to their classroom.
 - Please note PM 4K students are not to play on the playground upon arrival at 12:15 p.m.
 - These door numbers may change as the seasons change.
- Wrap Around Care
 - 6:30am - 6:00pm (your hours of use should be set up through the YMCA)
 - Utilize door #2/A
- Please say 'good-bye' at the outside door to encourage independence skills as well as classroom community starting the first day of school.



Sickness

If your child is too sick to be comfortable at school and/or has a severe or persistent cough, we ask that you keep them home, so their learning or the learning of others is not disrupted.

Our school policy is as follows:

- Children must be fever free, diarrhea free and vomit free, without medicine for at least 24 hours before returning to school.
- Please call the school office at 920-766-6150 to report the absence.

School Fees

- \$20.00 school registration fee
- Because our children learn best through hands-on we will be doing different projects throughout the year and will be asking for your help in donating some of the necessary items to complete the projects.

Parent/Teacher Conferences

- Twice a year
 - November
 - February



Supplies

- 1 - Large backpack (big enough for a folder - no wheels)
 - 1 - 10 count box of thick "classic" markers
 - 1 - Watercolor paint set
 - 2 - Dry erase EXPO markers (any color)
 - 2 - Two-pocket bottom loading folders (labeled)
 - 2 - Jumbo glue sticks
 - 1 - Box of Zip-loc sandwich size bags (A.M. class only)
 - 1 - Highlighter (any color) or 1 pack of thin markers (P.M. class only)
 - 1 - Large box of facial tissues
 - 1 - Roll of paper towels
 - 1 - Pair of headphones in a gallon zip-loc bag with name on (no earbuds)
- **Each teacher may ask for additional items.

Family Involvement

- Chaperone a field trip
(pending a cleared background check per KASD)
- Help in the classroom
- Family Walking Night
- Saturday Breakfast Club
- Parent Advisory Committee (PAC)

Discipline

The KASD focuses on important character traits. Therefore we have school-wide monthly kick-offs and celebrations for the following character traits:

- Responsibility
- Respect
- Caring
- Trustworthiness
- Fairness
- Citizenship

We also practice using "Body Basics" when we are traveling throughout the hallways and getting ready to learn.

- Hands and feet to yourself
- Eyes forward
- Listening ears
- Voices off



Parent Expectations

- Empty folder daily, responding to teacher notes and returning permission slips/fees and correspondence by the requested time in a sealed envelope with your child's name and placing it in their folder.
- Help your child dress for the weather, pick out appropriate indoor and outdoor clothing (Ex: hats, mittens, etc.) as well as develop a dressing routine that will increase your child's success in being independent.
- Keep your child home when they are sick: our school policy is that children must be fever, vomiting and diarrhea free for 24 hours. When children are not feeling well, they do not learn and other children and the teachers are put at risk of getting sick, too.
- Please follow the Arrival & Dismissal Procedures listed on page 4.
- Actively participate - volunteer, chaperone on field trips, and talk about the things they bring home.
- Let us know about contact changes and major changes in your child's life such as: divorce, death, move or any other household changes.

Teacher Expectations

- We will provide activities and experiences that promote growth in all areas of development.
- We will respond to your notes in a timely fashion.
- We will communicate what we are working on in the classroom, as well as keeping you up to date with classroom and school activities.
- We will foster a positive environment where children feel safe, comfortable and are loved.

Contact Information

- Tanner School - 920-766-6150
- Tanner Absence line - 920-759-6159
- Wrap Around Care - Julia Wohlt jwohlt@ymcafoxcities.org
- Lisa Mader maderl@kaukauna.k12.wi.us
- Mary McDaniel mcdanielm@kaukauna.k12.wi.us
- Suzanne Meerdink meerdinks@kaukauna.k12.wi.us
- Juli Resch reschj@kaukauna.k12.wi.us
- Kristin Warden wardenk@kaukauna.k12.wi.us

