

**2017-2018  
4-YEAR-OLD  
KINDERGARTEN  
HANDBOOK**



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

Check out our website! [www.kaukauna.k12.wi.us](http://www.kaukauna.k12.wi.us)

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

Follow us on Instagram (tannertigers) and Twitter (Tanner School)

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

## What does our Curriculum Include?

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 capable and unique individual.

- Fine Motor: manipulatives, scissors, crayons, pencils
- Gross Motor: walking, running, jumping, skipping, gym class
- Literacy: shared reading, read alouds, letters, sounds, rhyming, writing, classroom library
- Math: numbers, sorting, sequencing, vocabulary, counting
- Language: answer/ask questions, articulating needs, singing, following directions
- Free Play: creativity, organizing, investigating, language practice
- Social/Emotional: sharing, taking turns, being respectful, problem solving, cooperative play
- Independent Skills: pack/unpack backpack, dress and undress themselves, being responsible, cleaning up
- Technology: computer lab, interactive tablets, interactive white board
- Physical Education: One time per week with Ms. Otto and an Educational Assistant
- Library: One time per week with Miss Brown and an Educational Assistant



## Assessments

- PALS (Phonological Awareness Literacy Screening): Parts of this assessment may be given throughout the year.
  - o This assessment measures:
    - Capital & lower case letter recognition
    - Name writing
    - Letter sounds
    - Beginning sound awareness
    - Print & word awareness
    - Rhyming
- Math Assessment:
  - o Math Expressions resource is used to measure student growth on the beginning of Kindergarten math concepts.

## When will students attend?

- 5 days a week - Monday thru Friday
- A.M. Session - 7:50-10:40
- P.M. Session - 12:20-3:10
- AM & PM 4K will NOT have classes on district scheduled  $\frac{1}{2}$  days



## Snack

- Students receive a daily snack
- Families may be asked by the classroom teacher to donate snack throughout the school year or to send a daily snack with their child
- Donating a drink is optional
- Please be aware of allergies within the classroom

## KASD Nutrition Policy:

"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 children living within the Kaukauna School District if they 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** students should not arrive before 7:35 a.m.
  - Students will wait outside door #5 on the line they are assigned to.
  - Students wait on their line until the bell rings at 7:45 and a staff member escorts them inside.
  - Students arriving after 7:50 need to check in at the main office.
- **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 into the building through door #9.
  - Students being dropped off by parent/guardian will need to stay with them until a staff member greets them at door #2/A (near flagpole).
  - Once bus students are in the building, they will wait by the picture of their teacher and be escorted to their classroom.
  - Students being dropped off will wait inside by their assigned coat hook.
  - Please note PM 4K students are not to play on the playground upon arrival at 12:15 p.m.
  - Students arriving after 12:20 need to check in at the main office.
- Please say 'good-bye' at the outside door to encourage independent skills as well as classroom community starting the first day of school.



## Wrap Around Care

- o This YMCA program is a great option for families to utilize for the other half of the student's day. If you are interested, please contact Claire Nodolf at the Heart of the Valley YMCA, 920-687-7747.
- o 6:30am - 6:00pm (your hours of use should be set up through the YMCA)
- o Utilize door #2/A

## 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
- Our children learn best through hands-on activities. Teachers will be doing different projects throughout the year and they may ask for your help in donating some of the necessary items to complete the projects.

## Parent/Teacher Conferences

- Twice a year
  - o November
  - o March

## Report Cards

- Twice a year
  - o January
  - o June

## Supplies

- 1 - Large backpack (big enough for a folder - no wheels)
- 2 - Black dry erase markers
- 2 - Fun 2 pocket folders of your choice
- 4 - Jumbo glue sticks
- 1 - Box of ziploc quart or gallon bags (AM Class)
- 1 - Set of think markers or pip squeak markers (PM Class)
- 1 - Roll of paper towels



1 - Pair of headphones in a gallon ziploc bag with name on (no earbuds)

1 - Pack of twistable crayons (any count)

\*\*The teacher may have a few extra supplies specific to your child's classroom. These items would be requested at a later date.

### Family Involvement

- Chaperone a field trip
- Volunteer in the classroom
- Library volunteer
- Parent Advisory Committee (PAC)
- School events
- District events

### Volunteers

- All volunteers must have a cleared background check
- Instructions on this can be provided by your teacher or found in the Main Office

### Character Development

We are a PBIS (Positive Behavioral Interventions and Supports) school. We focus on teaching students positive behaviors. Our school finds great value in teaching manners and character traits. We have school-wide celebrations and monthly assemblies to acknowledge the great behavior we see in the school. These are just a few of the character traits we focus on throughout the year:

- 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
- Level 'O' voices
- Walking feet



### Parent can help us by:

- 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.
- 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.

### Teachers will help parents and students by:

- Providing activities and experiences that promote growth in all areas of development.
- Responding to your notes/messages in a timely fashion.
- Communicating what we are working on in the classroom, as well as keeping you up to date with classroom and school activities.
- Fostering a positive environment where children feel safe, comfortable and are loved.
- And much more!

### Contact Information

- Tanner School 920-766-6150
- Tanner School Fax 920-766-6550
- Tanner Absence line 920-759-6159
- Liz Thoreson, Principal - [thoresone@kaukaunasd.org](mailto:thoresone@kaukaunasd.org)
- Wrap Around Care - Stephanie Johnson - [stephaniejohnson@ymcafoxcities.org](mailto:stephaniejohnson@ymcafoxcities.org)
- Lisa Mader [maderl@kaukaunasd.org](mailto:maderl@kaukaunasd.org)
- Mary McDaniel [mcdanielm@kaukaunasd.org](mailto:mcdanielm@kaukaunasd.org)
- Suzanne Meerdink [meerdinks@kaukaunasd.org](mailto:meerdinks@kaukaunasd.org)
- Juli Resch [reschj@kaukaunasd.org](mailto:reschj@kaukaunasd.org)
- Kristin Warden [wardenk@kaukaunasd.org](mailto:wardenk@kaukaunasd.org)

