



# School District of New London

## 4–Year–Old Kindergarten

### Parent/Student Resources

Welcome to the School District of New London's 4K Program.

Regardless of the location, the development of physical, emotional, social, and cognitive early learning of children is the focus of the School District of New London's 4-Year-Old Kindergarten (4K) Program. Partners strive to build unity and consistency as we know the experiences your child gains are very important for all of us.

When children experience success in responsive, nurturing programs they gain essential skills and knowledge that will assist in further growth and development of the whole child. In addition, our community is strengthened by our partnership to build consistency and provide equal opportunities for families early on in life. Four-Year-Old Kindergarten may be one of the first educational experiences a child has. Research has shown that the best education is provided when parents, teachers and the community work together as partners. The School District of New London takes pride in collaborating with our community to work together to provide a play based, developmentally appropriate learning experience for our district's four-year-old learners.

As part of a Community Collaborative model the locations that include 4K Programming in partnership with the School District of New London are:

- Day Care Center of New London, Inc.
- Lincoln Elementary
- Parkview Elementary
- Readfield Elementary
- Sugar Bush Elementary

Regardless of the location at which your child attends, you are encouraged to visit and become involved in the 4K program as well as the greater school system and district. If you have additional questions, please contact any one of us.

Yours in Education,

Scott Bleck, District Administrator  
(920) 982-8530  
[sbleck@newlondon.k12.wi.us](mailto:sbleck@newlondon.k12.wi.us)

Kandi Martin, Director of Pupil Services  
(920) 982-8447  
[kmartin@newlondon.k12.wi.us](mailto:kmartin@newlondon.k12.wi.us)

Danielle Sievert, Director of Teaching & Learning  
(920) 982-2011  
[dsievert@newlondon.k12.wi.us](mailto:dsievert@newlondon.k12.wi.us)



# School District of New London

## 4-Year-Old Kindergarten

### Site and Contact Information

#### Locations

<b><u>Lincoln Elementary School</u></b> 201 E Washington St New London, WI 54961 (920) 982-8540 Principal: Kirk Delwiche	<b><u>Parkview Elementary School</u></b> 1300 Werner-Allen Rd New London, WI 54961 (920) 982-8538 Principal: Jody Peterson
<b><u>Readfield Elementary School</u></b> E9177 US Hwy 96, PO Box 40 Readfield, WI 54969 (920) 250-6590 Principal: Kristin Grable	<b><u>Sugar Bush Elementary School</u></b> W10736 Cty Rd WW New London, WI 54961 (715) 752-4135 Principal: Kristin Grable
<b><u>Day Care Center of New London, Inc.</u></b> 1825 Division St. New London, WI 54961 (920) 982-6544 Director: Janet Herzfeldt	

#### School District of New London Contacts

<b><u>District Administrator</u></b> Scott Bleck, (920) 982-8530 <a href="mailto:sbleck@newlondon.k12.wi.us">sbleck@newlondon.k12.wi.us</a>	<b><u>Medical Nurse</u></b> Jenny Penn, RN (920) 982-8433 or (920) 982-8420 Extension: 1009
<b><u>Director of Teaching &amp; Learning</u></b> Danielle Sievert, (920) 982-2011 <a href="mailto:dsievert@newlondon.k12.wi.us">dsievert@newlondon.k12.wi.us</a>	<b><u>Student Data and Enrollment Specialist</u></b> Lesley Baehman, (920) 982-2011 <a href="mailto:lbaehman@newlondon.k12.wi.us">lbaehman@newlondon.k12.wi.us</a>
<b><u>Director of Pupil Services</u></b> Kandi Martin, (920) 982-8447 <a href="mailto:kmartin@newlondon.k12.wi.us">kmartin@newlondon.k12.wi.us</a>	<b><u>Pupil Services Administrative Assistant</u></b> Molly Brown (920) 982-8447 <a href="mailto:mbrown@newlondon.k12.wi.us">mbrown@newlondon.k12.wi.us</a>

*Please refer to your child's instructional location and the School District of New London Students Staff Handbook for detailed policies related to rules, regulations, policies, calendars in addition to directly contacting site or district staff as appropriate.*



# School District of New London

## 4–Year–Old Kindergarten

### The ABCs of 4K

#### Additional Resources

School District of New London: [www.newlondon.k12.wi.us](http://www.newlondon.k12.wi.us)

Visit this site for additional information under Parents including updated events, calendars and forms.

Wisconsin Department of Instruction: [www.dpi.wi.gov/](http://www.dpi.wi.gov/)

Visit this site for additional information about state guidelines, legislation and programs.

Early Childhood: <https://dpi.wi.gov/early-childhood>

Visit this site for specifics for programming for children Birth to 5 including 4K.

At times, you may need more help, for concerns that extend beyond school including agency support here are some additional agency resources.

Birth to 3 (Wisconsin Program)	(715) 848-4580
Waupaca County Mental Health	(715) 258-6305
Outagamie County Mental Health	(920) 832-5270
Waupaca County Crisis Line	(715) 258-6300
24-Hour Crisis Line	1-(800) 719-4418
Outagamie County Crisis Line	(920) 832-4646
New London Police	(920) 982-8505
Poison Center	1-(800) 222-1222

#### Attendance

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 of The New London 4K Community Collaborative maintains records of attendance for enrolled children.

**Calling in absences:** New London 4K Community Collaborative students are expected to attend when school is in session. If students are absent from school for any reason, parents are required to phone in the absence prior to, or on the day of, the absence. Please provide your child's name, the reason for the absence, and that the child is a member of the New London 4K Community Collaborative. Attendance is taken every day and sent to the school district office. Prompt notification of absences helps keep the record keeping accurate and fulfills licensing requirements.

#### Absences related to health conditions

In case of the following conditions, families are encouraged to keep their student home. If students do attend, staff may call for child pick up. Prompt response for pick up within 1 hour of notification is appreciated.

- Temperature (100.1 degrees or higher)
- Vomiting
- Diarrhea
- Continuous coughing
- Lice, must be treated and clear; will be rechecked upon return
- Excessive or green nasal discharge
- Open or draining skin sores including pink eye and open cold sores
- Skin diseases (such as impetigo, scabies, etc.) Doctor's note required upon return
- Chicken pox or mumps.
- Streptococcal throat infection (strep throat). 24 hours of antibiotic treatment required prior to return
- Earache or potential ear infection.

Students should be symptom free for 24 hours prior to returning.

## Child Behavior

New London 4K Community Collaborative supports children's development of self-control and promotes increase in student self-esteem. Goals include development of appropriate social skills to allow the child to become an independent and well-adjusted individual. Staff have the responsibility to guide behavior and ensure their safety. Strategies work best when consistently encouraged, please reinforce them in the home as well.

### Prevention:

Giving clear and reasonable expectations  
Modeling and teaching the correct behavior  
Making children feel important and respected

### Non-confrontational techniques:

Redirecting, shadowing, modeling, praising, posing choices, staying calm, ignoring, changing the environment, and providing logical and meaningful consequences.

### Comfort:

If a child becomes upset for any reason and is unable to calm him/herself, all staff members have been trained in the proper measures to help comfort the child. These methods include, but are not limited to: rocking the child, singing to the child, conversation with the child, gently rubbing his/her back, or asking for assistance from another staff person.

## Confidentiality

Every family has the right to privacy. Each agency will help maintain privacy in the following manner:

- Student records will not be left out for others to view.
- 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.

## 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 the senses to explore and get information. The New London 4K Community Collaborative is committed to promoting a high quality preschool education for all children. The teachers for the four-year-old preschool program will use *Creative Curriculum* ([link](#)) and the *Wisconsin Model Early Learning Standards* ([link](#)) as a curriculum guide. All teachers of 4K students hold a state issued teachers license.

What does it mean to learn through play?

**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	Understand measurements (math)
Turning pages of a book	Read from left to right
Scribble on paper	Use writing as a means to communicate (fine motor coordination)
Listen to a story and talk about what happened	Love books, remember details, and express ideas (language)
Put on dress-up clothes	Small muscle development (imagination and self-help)
Make play-dough	See how materials change (science) Follow directions (listening comprehension and small motor development)
Separate cups and plates	Group objects into categories (math)

## Eligibility

Students participating in the New London 4K Community Collaborative program must be four years of age on/before September 1. Participants must be residents of the School District of New London or may apply through Open Enrollment from February through April.

## Emergency Information Forms

State law requires all students to have emergency information or data on file in the school office. New information must be compiled each year. Without emergency information or data on file, we do not have the authority to release a student from school with anyone other than the parent/guardian. With this information on file, we can contact relatives or friends as directed on the emergency sheet.

## Equal Educational Opportunities/Nondiscrimination

It is the policy of the School District of New London that no person may 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, public service, 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 as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, national origin), Section 504 Rehabilitation Act (handicap), and Title II of the Americans with Disabilities Act of 1990 (disability). The district shall provide appropriate educational services or programs for students who have been identified as having a handicap or disability, regardless of the nature or severity of the handicap or disability. 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.

The District encourages informal resolution of complaints under this policy. A formal complaint procedure is available, however, to address allegations of policy violations in the district.

Any questions concerning policy should be directed to: Scott Bleck, District Administrator (920) 982-8530	Section 504, Title IX, and Title II-ADA should be directed to: Kandi Martin, Director of Pupil Services (920) 982-8447
---	--

*Reference to: Policy 411 Equal Educational Opportunities/Complaint Procedures  
Policy 411.1 Student Harassment  
Policy 511 Equal Opportunity Employment/Complaint Procedures  
Policy 512 Employee Harassment  
Policy 870 Public Complaints*

## Family Outreach Program

An important component of the School District of New London 4K Community Collaborative program is a series of activities for parents and families called Parent Outreach Activities. Support for parent involvement in the program recognizes that parents are partners in the educational process and that parents have both the right and the responsibility to share in decisions about their child's education and development. Outreach activities will be flexible, varied, and accessible to all families. Parents will be notified of Family Outreach opportunities through classroom, site newsletter and regular communication methods.

## Fees

Fees for milk break are 35 cents a milk. Registration fee for 4K for the 2024-25 school year is \$22. These fees can be paid on-line on the School District of New London website via E-funds or dropped off in person at the district administration building.

## Field Trips

Educational field trips may be taken by the students during the school year as a part of their instruction. Parents will receive a student permission form that must be signed and returned to school in order for a student to take part in the field trip. There may be a minimal fee associated with the field trip. Families may apply for a waiver of fees upon request.

## Immunizations:

Vaccination requirements are determined by the Wisconsin Department of Health and Human Services (website: <https://www.dhs.wisconsin.gov/immunization/index.htm>). **State law requires all public and private school students to present written evidence of immunization against the above diseases within 30 school days of admission.**

*Reference to: Policy 453.2 Immunization Requirements*

### Pick-Up and Drop-Off Times

Please be respectful of the site hours. Provide drop-off no more than 10 minutes before class, and ensure pick-up promptly at the end of class. Due to state licensing requirements centers are unable to keep children longer than the designated class period. Children arriving or remaining more than 15 minutes before or after defined 4K hours are subject to childcare fees. Some preschool centers offer wraparound services for after school care which can be arranged independently at these sites.

### Promotion/Retention Policy

The decision to promote or retain a student can only be made after careful evaluation of a variety of factors. In addition to academic competencies, there are other factors that enter into the decision to promote or retain a student. The following are of significant importance when evaluating for promotion and/or retention:

- Social development
- Emotional development
- Possible disability or handicapping condition
- Other educational characteristics (age, learning style, work habits, etc.)

Student placement is an administrative decision to be made by the school district.

For additional information please begin with your student's teacher. They will forward it to the leadership team.

### Reporting Student Progress

Student progress will be reported throughout the year. Don't hesitate to contact your child's teacher with questions regarding progress at any time.

### Special Occasion Treats

The New London 4K Community Collaborative program recognizes the benefits of healthy foods in our schools and classrooms to assure that our children can grow, learn, and thrive. If parents desire to send a food item for a child's birthday or special event, it is encouraged that food is nutritious in value. **NOTE: Due to the increase in nut allergies and the severity of the reactions they may cause substances known to cause allergic reactions in sensitive children including, but not limited to, peanuts, tree nuts, soy nuts, eggs, dairy, soy, wheat, and sulfites used in dried fruits should be avoided. Please be aware that some children may have allergies to these foods, so only pre-packaged bagged or boxed (store bought) foods snacks will be accepted.** Special occasion treats may include, but are not limited to:

Raw Vegetable Sticks	Raisins	Water
Fresh Fruit	Pretzels	Sandwiches
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	Salsa	Low Fat Muffins
Low-Fat Sherbet	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	Low-Fat Meat and Cheese	Low-Fat Dressings, Yogurt Dips

### Transfers or Withdrawals

Students entering or withdrawing from the School District of New London 4K program should notify the site as soon as possible. Please share your new address, phone number, and previous or future school information.

### Transportation

Transportation will be provided during regular school hours for participants whose residence is within the site's attendance area and more than two miles from the site. Families that have children riding a bus will be provided transportation information. The School District of New London approves the use of video cameras on the school busses for the primary purpose of reducing disciplinary problems and vandalism on the bus. Cameras allow the bus driver to focus on the driving of the bus, providing students with safer transportation. The goal of the New London 4K Community Collaborative is to always provide the safest transportation to children. Riding the school bus is a privilege rather than a right. Bus riders shall conform to the same standards of conduct and cleanliness that are expected of them at school.

**Volunteer Opportunities**

Parents are recognized as their child's first and most effective teacher. Parents are encouraged to participate as much as possible in the New London 4K Community Collaborative. In addition to participating in the Family Outreach program, parents are encouraged to participate in other ways such as volunteering in the classroom, chaperoning field trips, reading a story to the class, helping to prepare classroom material or making classroom repairs.

Any adult volunteering in the classroom will be required to have an approved background check form on file prior to assisting in the classroom.

**Weather Related Information**

When the School District of New London closes due to severe weather, the announcement is listed on the district website, and the announcement is made on local radio and television stations, as well as the district's emergency notification system, between 6:00 a.m. – 7:30 a.m. If it becomes necessary to close school after the start of the school day before regular dismissal time, the announcement will be made on local radio and television stations. For specific radio and television stations that will announce school closings, an updated list will be available at school and on the website by early November.

*Reference to: Policy 723.3 Emergency School Closings*