



*BRIGHT BEGINNINGS PRESCHOOL*

*PARENT / GUARDIAN HANDBOOK*

*2018 - 2019*

***The mission of the School District of Shorewood Recreation and Community Services Department is to provide community services and life-long learning opportunities through recreation, education, and fitness programs to enhance the quality of life for residents of the Shorewood community.***

Shorewood Recreation and Community Services Department  
1701 E Capitol Drive  
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[www.shorewoodschoools.org](http://www.shorewoodschoools.org)

6/1/2018

**SHOREWOOD BRIGHT BEGINNINGS PRESCHOOL  
SHOREWOOD RECREATION AND COMMUNITY SERVICES  
SCHOOL DISTRICT OF SHOREWOOD**

**Parent / Guardian Handbook      2018 – 2019**

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## **MISSION**

The mission of the School District of Shorewood is to provide a liberal arts education that prepares students to embrace the challenges of the future. We will foster a love of learning and the acquisition of knowledge and skills that will serve as the foundation and catalyst for a lifetime of learning.

## **CORE BELIEFS**

Every member of the school community is **valued for his or her contribution** to the School District.

The **care and education of all children** are the first obligations of the entire community.

The family **plays a vital role** in the education of the child.

All children **want to discover and deserve** to reach their potential.

An **effective school culture** demonstrates high expectations, open communication, cooperation, tangible support, accountability and shared responsibility.

Rich, **nurturing experiences** give children a greater opportunity to succeed.

Children will become **increasingly responsible for their success** as they mature.

Our community is strengthened when **diversity is valued**.

An effective learning community is based on **continuous professional growth** of all community members.

In an effective learning community, everyone works to **establish and maintain positive relationships** built on respect and dignity.

A **safe, orderly, healthy and clean** environment enhances learning.

Learning is **memorable and powerful** when **all school community members** are active, involved and find personal meaning in the experience.

Quality education recognizes children's **unique emotional needs and accommodates the multiple** ways they learn.

Quality education incorporates **authentic, real world learning experiences**. Quality education prepares children to **work collaboratively and to be caring, contributing** citizens of a democratic and global society.

## **BRIGHT BEGINNINGS INTRODUCTION**

The Shorewood School District's Bright Beginnings Preschool opened its doors for the 2004-2005 school year serving children ages 3-4 at Atwater Elementary School. Today the preschool program is operated at both Atwater and Lake Bluff Elementary Schools and serves children ages 2 years and 10 months through age 4.

Bright Beginnings Preschool program focuses on the individual child, and provides an educational environment that stimulates and nurtures each child's unique growth potential. We provide numerous exciting and engaging thematic units throughout the year, allowing your child to freely explore and grow in important skill development areas, including: large and fine motor, language and literacy, science and math, art and music. Your child's social and emotional development is of prime importance. At Bright Beginnings we help each child grow in his or her feelings of self-worth, self-confidence, respect for and appreciation of others and love of learning and of school. Our curriculum reflects the most current understandings regarding child development and early education and embraces Shorewood School District curriculum goals.

## **PRESCHOOL HOURS**

Atwater and Lake Bluff Preschool Program

*September 04 – May 23, 2019*

8:30 – 11:00 am

Mon/Wed/Fri            and    Tues/Thurs class

Bright Beginnings Preschool will follow the Elementary School District calendar. Bright Beginnings will not be held on non-Elementary school days: September 14, October 18, 19, 26, November 21, 22, 23, 30, December 24, 25, 26, 27, 28, 31, January 1, 2, 18, 21, February 18, March 1, 7, 8, 25-29, April 19, 22. There may be additional days that Bright Beginnings will not be held due to field trips or conferences. The teacher will notify you of these dates at least one month in advance.

## **INSTRUCTORS AND CONTACT INFORMATION**

Atwater Bright Beginnings

Atwater Elementary School, Early Education Bldg, Northeast Corner

2100 E Capitol Drive, Shorewood, 53211

963-6962, ext 5106

Sharon Maier, Certified Early Education Teacher

smaier@shorewood.k12.wi.us

Elizabeth Beeghly, Teaching Assistant

ebeeghly@shorewood.k12.wi.us

Lake Bluff Bright Beginnings

Lake Bluff Elementary, Early Education Bldg, Northeast Corner

1600 E Lake Bluff Blvd, Shorewood, 53211

963-6972, ext 4002

Katherine Gerrits, Bright Beginnings Teacher

kgerrits@shorewood.k12.wi.us

Amy Loomis, Teaching Assistant

aloomis@shorewood.k12.wi.us

## **WEBSITE ADDRESS**

Bright Beginnings Website: [www.shorewoodschools.org](http://www.shorewoodschools.org)

(Shorewood School District website, Recreation and Community Services Dept, Bright Beginnings)

## **DATES TO REMEMBER**

Parent – Student Classroom Visit: Tuesday and Wednesday, August 28 & 29, 9:00 -11:00 am  
Parent Orientation (without child) Thursday, August 30, 6:30-7:30 pm  
September 4 and 5: class meets only one hour each of these days  
Parent Teacher Conferences: March 7, 8, 2019

## **BOOK RECOMMENDATIONS FOR PARENTS OF YOUNG CHILDREN**

*It's OK NOT to Share . . . and Other Renegade Rules for Raising Competent and Compassionate Kids* by Heather Shumaker (2012)

*Trauma-Proofing Yours Kids: A Parent's Guide to Instilling Confidence, Joy and Resilience* by Peter A. Levine and Maggie Kline (2008).

*The Parents We Mean To Be: How Well Intentioned Adults Undermine Children's Moral and Emotional Development* by Richard Weissbourd (2009).

*The Gifts of Imperfect Parenting: Raising Children with Courage, Compassion and Connection* by Brene Brown, Audiobook Only (2013).

## **ARRIVING TO PRESCHOOL**

Parents are responsible for their child's supervision at the Atwater Room 106 and Lake Bluff Room 2 until the school start time. Please wait in the hallway quietly with your child for the teacher to come and greet the children.

## **DISMISSAL FROM PRESCHOOL**

Parents (or other authorized persons) are expected to quietly wait in the hallway to meet their child after school. Teachers will dismiss children directly to them. A child will not be released to anyone other than those designated in writing by his/her parents. If you would like your child to leave preschool with another child's parent, please provide the teacher with a note indicating the arrangements.

It is important that children are picked up promptly upon dismissal from preschool. Parents/Guardians may be charged a late pick up fee if they are more than 5 minutes late picking up their child. The late fee is \$5 for everyone 5 minutes.

## **ATTENDANCE AND ILLNESS**

Please call the Bright Beginnings Preschool telephone number and leave a message if your child is sick or will not be at preschool for other reasons. Please indicate the symptoms of your child's illness.

Please keep your child at home if he/she shows any of the following symptoms which may be early signs of respiratory infections or contagious disease: unusual crankiness or fatigue, fever within the past 24 hours, loss of appetite, rash of any kind, runny nose, sneezing or coughing. Colds, viruses, childhood diseases, etc. are most easily transmitted in the early stages before the most obvious symptoms appear.

## **SCHOOL CLOSING**

Bright Beginnings Preschool will follow the Shorewood Public School system should inclement weather or other emergency forces the closing of schools. Local radio and television stations will have announcements regarding school closings after 6:30 am. The School District website, [www.shorewoodschools.org](http://www.shorewoodschools.org) will also have the information listed.

## **PRESCHOOL TOILETING GUIDELINES**

**ALL children that are enrolled in the program are expected to be fully toilet trained before the first day of school.**

Additionally, students should be able to get clothes on/off with minimal guidance, get on/off the child-sized toilet independently, clean themselves after toileting, and flush toilet. Staff will assist children with buttons or snaps on clothing as necessary. Independence and reinforcement of self-help skills will be encouraged by the staff.

If your child is not completely toilet trained, you will be required to be present in the classroom to assist your child with toileting needs. OR If a child has a toileting accident, parents will be called to change the child into clean clothing. If a child has three or more accidents in a three week period the child is not ready for preschool programming. At that time, the child will be required to stay home from preschool for three weeks to work on toileting independence. Upon return, the child is expected to be fully toilet trained.

If the toileting accidents continue, the same procedures as listed above will continue. There will be no pro-rating or refunds of preschool fees due to toileting issues.

## **CLASSROOM RULES and BEHAVIOR GUIDELINES**

Bright Beginnings Preschool offers an environment that is emotionally and physically safe, so that each child can grow and learn feeling confident, happy and secure. Teachers will discuss appropriate classroom rules with the children in the first week of school, inviting the children to share their own ideas. During these discussions, clear limits are set and the children understand what appropriate behavior is. In general, at Bright Beginnings Preschool:

- We solve problems by using our words.
- We do not use angry hands or feet to solve our problems.
- We make good choices.
- We help each other.

## **PARENT INVOLVEMENT and VOLUNTEER OPPORTUNITIES**

Bright Beginnings has an "Open Door" policy. Parents and visitors are always welcome to observe and/or volunteer. No appointment is necessary; however, all visitors must enter and check in at the Main School Office.

Parents may initiate a conference should they feel there is a need.

Communication is maintained through the website, conversation, e-mails, newsletters and flyers. Parents are welcome to contact teachers by telephone or email anytime.

Bright Beginnings Preschool welcomes parents or grandparents who would like to volunteer. Volunteer opportunities include:

- Planning/organizing a classroom holiday party
- Preparing (tracing, cutting, etc) classroom materials for art projects (this can be done at school or at home)
- Helping in the classroom with various activities

Please let the teacher know if you are interested in volunteering at Bright Beginnings Preschool.

The Board of Education has approved a policy that all volunteers for the District must have a background check completed prior to volunteering in your child's classroom. All volunteers must

submit an online application which can be found on the District website at shorewoodschoools.org under the Family Resources tab. Within ten business days of submission, you will receive an email with access to VICnet, an online volunteer information center. For more information, please contact Megan Phalin at (414) 963-6913 x4 or at mphalin@shorewood.k12.wi.us.

### **HEALTHY SNACKS**

Snack time is a special time each day at preschool. It is a great opportunity for your child to learn more about delicious, healthy foods and food preparation, as well as to enjoy the very social experience of sharing food with friends. Your child even gets to practice early math skills such as one-to-one correspondence, counting and estimating as he/she sets the table with the correct number of napkins, cups, etc.

Children will take turns bringing the daily healthy snack to school. A snack schedule calendar will be sent home or emailed the first week of each month. As a reminder, a note will be sent home the day before it is your child's turn.

Talk with your child and plan together what he/she will bring to preschool for a healthy snack. Teachers have a file of creative healthy snack ideas available. Please let us know if you need suggestions. No need to send a beverage as we have water available.

Please exchange snack days with another family if your child will be absent or for some reason can not bring snack on his/her designated day. Please let the teacher know of the switch.

Snack is served family style to give the children control over the quantity of food they eat, and to cut down on waste.

### **IDEAS FOR HEALTHY SNACKS**

**Fruits:** Apples, bananas, oranges, berries, grapes, pineapple, melon, applesauce, fruit cups

**Vegetables:** Carrots, celery, cherry tomatoes (plain, with dip, filled with peanut butter, or cheese spread)

**Breads:** Bread sticks, crackers, cereal, cereal mixture, home baked bread or muffins, granola bars, mini bagels, graham crackers, pretzels, fish crackers

**Dairy:** String cheese, cheese curds, pudding, yogurt, cheese slices or cheese spread

**Other:** popcorn, peanut butter on crackers

### **FOOD ALLERGY ACTION PLAN**

If your child has food allergies or special dietary needs, please request the action plan from your teacher. Complete the action plan and return the form to your Bright Beginnings teacher.

### **CLOTHING**

Please send your child appropriately dressed for preschool. He/she should be dressed in play clothes that allow freedom of movement and that are readily washable. Every attempt will be made to avoid your child's clothing becoming stained with paint or dirt, but preschool is the right time and place for creative expression. This can at times get messy! Give your child the freedom to concentrate on his/her artwork, not on keeping clothes clean.

Please send a complete change of clothing for your child in a labeled bag. These items will be kept at school for unexpected emergencies.

PLEASE label all clothing and shoes with your child's name. This is especially true of mittens, gloves, hats, scarves, and boots. It is amazingly easy for these items to get mixed up, and preschoolers often can not identify what is theirs and what is not.

**SCHOOL BAGS**

Your child must have a large tote bag to carry home artwork, notes, etc. Please label the bag with your child's name clearly visible on the outside of the bag. The bag must be large enough for projects to fit inside, and preferably should open easily from the top.

**ACCIDENT, ILLNESS, or MEDICAL EMERGENCY**

Whenever a child is injured during Bright Beginnings, an accident report will be completed by the teacher immediately following the incident. The teacher will be responsible for following up with the parent.

In case of an emergency: The Bright Beginnings Preschool staff/Recreation Department will try to contact the parents/guardians. School personnel will make a judgement regarding emergency care to be given. If emergency personnel are summoned they will assume responsibility from that time on. Your child can not be treated at a hospital until a parent/guardian can be reached. He/She can be transported to a hospital and given life saving measures only.

**WEATHER CONDITIONS**

It is our practice to allow students to go out-of-doors each day, if at all possible. We expect all students to come dressed properly for the day. In cold weather, students should arrive at school with: 1) a heavy jacket or several warm layers; 2) warm gloves or mittens; 3) a warm head covering; 4) snow pants; and 5) boots. It is possible that cold weather may prevent students from going outdoors for recess. The chart below indicates the temperature and wind speed that will guide our decision-making in cold weather. Anything below these guidelines, we will not be going outside.

**WIND CHILL CHART**

Wind Speed In MPH	ACTUAL THERMOMETER READING (F')						
	50	40	30	20	10	0	-10
	EQUIVALENT TEMPERATURE (F')						
Calm	50	40	30	20	10	0	-10
5	48	37	27	16	6	-5	
10	40	28	16	4	-9		
15	36	22	9	-5			
20	32	18	4				
25	30	16	0				
30	28	13	-2				
35	27	11	-4				
40	26	10	-6				

(Little Danger for properly clothed person)

**INSURANCE**

The school district does not carry insurance to cover student accidents/injuries.



## **LEGAL CUSTODY**

If you are experiencing custody difficulties, we strongly urge you to keep the Preschool staff fully advised of circumstances which might affect your child. Unless legal documentation is submitted to the contrary, we will assume that parents share equal rights to drop off or pick up a child.

## **CHILD ABUSE OR NEGLECT**

The Shorewood Bright Beginnings Preschool employees are required by law to report any suspected abuse or neglect to Protective Services. Please communicate if you have any concerns regarding your child's well-being.

## **MILESTONES ALL DAY CHILD CARE SUPERVISION**

Milestones will be offering an all day child care supervision program for Bright Beginnings Preschool students at both Atwater and Lake Bluff Elementary School. The supervision will be available Monday through Friday from 7:00 am – 6:00 pm. Students must be at least three (3) years old and completely toilet trained. If you require this supervision for your child while they are enrolled in Bright Beginnings, you must contact Milestones at (414) 964-5545.

## **PHOTOGRAPHY**

Bright Beginning Preschool students will be photographed for educational / news publicity purposes. If you do NOT want your child in these pictures, please notify the Shorewood Recreation Department in writing.

## **CURRICULUM**

### **Art**

Children have many opportunities to explore a variety of art materials as they learn about the world around them and express themselves creatively. Bright Beginnings Preschool provides experiences with crayons, markers, pencils, paint, scissors, and many types of paper and everyday items for use in both planned and unplanned art projects. Through their participation in art activities, children expand on and develop their understanding of preschool curricular concepts.

### **Language Arts**

Bright Beginnings Preschool builds on the foundation in literacy that has already begun at home. Children engage in a wide variety of activities which develop and strengthen emerging early writing and reading skills. These activities include: the best of children's literature read aloud each day, audio books and stories, rhyming games and songs, poetry, learning about the alphabet and letter-sound connections, developing print awareness and phonemic awareness, practice at early writing activities.

### **Math**

Children learn math concepts through their exploration of materials in the classroom and through games and activities which focus on early math skills. Literature is often used to make connections to mathematics. Concepts that children explore in preschool include: patterning, sorting, classifying, comparing and estimating. Through daily activities children practice counting, graphing, measuring and problem solving.

### **Motor Skills**

Bright Beginnings Preschool offers children many opportunities to develop both large and small muscle skills. Children use materials such as stringing beads to increase fine motor skills, which are important for beginning writing. Many of our art projects have the added benefit of developing

fine motor skills. Large motor development occurs as we practice skills such as hopping, skipping, jumping, running, throwing, catching, kicking, rolling, etc.

### **Music**

Music is an important aspect of each child's experience at Bright Beginnings Preschool. Songs are integrated throughout the day as a fun way to learn. Children have the opportunity to experience a variety of music and musical instruments as they participate in rhythm, beat and sound activities.

### **Science and Social Studies**

Children explore the world around them and develop scientific inquiry by questioning, predicting, observing, comparing and describing. Bright Beginnings Preschool offers children a deeper understanding of the changing seasons and animal habitats, behavior and adaptations. Social studies at the preschool level introduce basic concepts of self, family and community.

### **GENTLY USED TOYS**

We are always looking for gently used toys for our program. Please consider donating doll clothes, dress-up clothes, costumes, shoes, jewelry, purses, books, wood puzzles, cars, trucks and toys.

### **BIRTHDAYS**

We would be happy to celebrate your child's birthday / half birthday at school. Your child will be assigned a day to celebrate that is on or close to their birthday. The same "special events" apply for a birthday as for Star of the Day.

### **STAR OF THE DAY**

Your child will have turns to be the Star of the Day throughout the school year. On this day, your child may wear special crown, bring in snack for the day and much more.

On this day, family members (parents, siblings, grandparents, aunts, uncles, and pets) are invited to join us at preschool in celebrating your child's special day. A family member may want to read a special book, chosen by your child, to the class. Your child's special day is indicated on the snack schedule calendar (sent home or emailed the first week of each month). A reminder note will be sent home or emailed the day before it is your child's turn to be the Star of the Day. Specific information will be provided by the classroom teacher.

### **FIELD TRIPS**

Bright Beginnings Preschool schedules field trips during the year. We plan the field trips to meet the specific needs of our preschool children, and to coordinate our themes or units of study.

We generally travel by school bus. On occasion, we have taken advantage of trip locations in close proximity to school and have walked or ridden the city bus.

Field trips would not be possible without the help of parent chaperones. The number of chaperones varies for each trip. Parent chaperones will be requested to supervise 2-3 children on the fieldtrip. Many factors determine how much supervision is necessary. We would like to give everyone the opportunity to attend field trips, but please understand that we are sometimes limited in the number of people we can take on a trip. For safety reasons, the bus company has a specific capacity limit that we can not exceed. In the event that we do not have enough room on the bus for all interested parents, you are free to drive your own vehicles to the trip location to meet the group.

We will send home permission slips with specific trip details, including the number of chaperones we can accommodate, well in advance of the trip date. The permission slip will include a deadline for the signed slip. Fieldtrip fees for students have been included in the tuition fee. There may be a cost for parent chaperones to attend the fieldtrip.

On field trip days we are often locked into a tight schedule. To help us adhere to our schedule, please be at school at the designated time. We can not hold the bus to wait for late students, doing so would adversely affect the quality of the trip for the rest of the group.

**RELIGIOUS OBSERVATIONS/ HOLIDAY OBSERVANCES**

Instruction in the Shorewood Schools may recognize and explain, but not celebrate, religious holidays. Teaching about religious holidays must be objective and avoid indoctrination and any implications that the religious doctrines upon which the holidays are based have any support of state or school authority.

The schools must remain neutral regarding religion. No religious services, prayers, or invocations may be held in conjunction with school programs or during public education except that a non-denominational ceremony or a moment of silence may be permitted.

Religious exhibits, displays, or symbols are appropriate in the schools only when they are an integral part of the study of a subject. They are not to be used for decorative purposes.

Religious music is appropriate in the schools only when it is presented for musical rather than religious content, or as an integral part of the study of a subject. Should a child choose not to participate in singing a religious song, the child's right to remain silent shall be respected.

**PROGRESS REPORTS**

The Bright Beginnings curriculum strengthens the skills which are necessary to prepare children for kindergarten. It has been developed to provide a foundation for the Shorewood School District benchmarks and standards for Junior Kindergarten. The preschool program provides activities in all areas of your child's development including: social skills, creative expression, language arts, motor skills, math, science and social studies concepts.

During the school year, teachers complete an assessment of each child's progress in these skill areas: Social Skills, Creative Expression, Language Arts, Motor Skills, Math, and Science/Social Studies. The progress report provides a springboard for discussion at parent/teacher conferences in March. Your child will be assessed at each skill level with a beginning, developing or secure level.

**SHOREWOOD SCHOOL DISTRICT  
Bright Beginnings Preschool Progress Report**

Child's Name:

Dates:

**Social Skills**

- Cares for self independently
- Demonstrates self control
- Follows directions
- Solves problems in daily activities
- Plays cooperatively with one child
- Plays cooperatively with small groups of children
- Shows respect for adults

Beginning	Developing	Secure

Shows respect for other children  
 Shows respect for toys & materials  
 Participates well in small group activities  
 Participates well in large group activities  
 Verbally communicates needs/wants


**Creative Expression**

Creatively uses a variety of art materials  
 Participates in & enjoys movement, dance & drama  
 Participates in group music activities

Beginning	Developing	Secure

**Language Arts**

Handles books/printed materials properly  
 Attends well to story read aloud  
 Is able to retell begin./middle/end of story  
 Attempts to make predictions about events in stories  
 Uses pictures in books to increase comprehension  
 Plays with rhyming words in stories or games  
 Identifies some upper case letters of the alphabet  
 Attempts to make some letters  
 Recognizes own name  
 Tells of a simple experience  
 Asks a variety of questions using who, what, where, when

Beginning	Developing	Secure

**Motor Skills**

Uses scissors correctly  
 Stands on one foot for 4 to 5 seconds  
 Jumps over low object (6 to 8 inches)  
 Catches ball in hands, arms flexed  
 Throws a ball overhand/underhand  
 Begins to hold crayon/pencil with fingers in opposition to thumb

Beginning	Developing	Secure

**Math**

Rote count to 10  
 Count a set of 6 objects  
 Identifies some numerals  
 Sequence objects by size (biggest-smallest)  
 Identifies several shapes  
 Sorts objects into groups with varying attributes

Beginning	Developing	Secure

**Science/Social Studies**

Make comparisons among plants & animals  
 Make predictions  
 Observe & describe various types of weather  
 Describe seasonal changes  
 Recognizes the work of community helpers  
 Describe people as alike & different in many ways

Beginning	Developing	Secure

## **REGISTRATION**

The Shorewood School District's Bright Beginnings Preschool program is for children ages 2 years-10 months to 4 years old. All children must be toilet trained.

Tuition Payments: A \$200 nonrefundable deposit is required at time of registration to secure your enrollment in the program. Receive a \$100 discount tuition discount if fees are paid in full at registration. Payment plans are available after you have paid the nonrefundable deposit.

Children may register throughout the school year through the Shorewood Recreation and Community Services Department providing there are openings in the program. If the preschool program has reached capacity, students will be placed on a waiting list. Parents/Guardians will be contacted in the order in which the names were received when space becomes available in the preschool class. Fees will be prorated.

The School District of Shorewood's Bright Beginnings Preschool Program does not discriminate against students on the basis of sex, race, religion, national origin (including limited English proficiency), ancestry, creed, color, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability in its educational programs or activities.

## **REFUNDS**

If a child withdraws from the program, no tuition refunds will be considered unless that child's enrollment in the program can be filled. Student's that are already enrolled in Bright Beginnings Preschool and transfer within the program to a different class does not count as a replacement for the dropped student. A withdrawal from the Shorewood Bright Beginnings Preschool does not relieve a family of the responsibility to fulfill their tuition commitment unless the child's spot has been filled.

There are no refunds for the non-refundable tuition registration fee.

- If a withdraw takes place prior to the start of the program and the spot is filled a full tuition refund will be given.
- If the withdraw takes place prior to the start of the program and there is not a child that enrolls in the program, the tuition refund will be pro-rated from the time the position is filled.
- If the withdraw takes place after the start of preschool, the tuition due will be pro-rated from the time the position is filled.
- If the position is not filled, there will be no tuition refund and the family will be responsible for the remainder of the tuition payments.

## **RECREATION AND COMMUNITY SERVICES DEPARTMENT**

Shorewood High School Administration Building  
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### **Director**

Mr. Jody Brooks

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Ms. Megan Phalin

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### **Secretaries**

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