

Hayward Community School District

HAYWARD



LEARNING

Parent Handbook

TABLE OF CONTENTS

Contact Personnel, Sites, and Teachers	3
Welcome to the Hayward 4 Learning Program	4
Hayward 4 Learning Mission Statement	5
Hayward 4 Learning Program Philosophy.....	5
Hayward 4 Learning Curriculum.....	5
Volunteer Opportunities	6
Hayward 4 Learning Family Outreach Program.....	6
Northwest Connection Family Resources Activities	7
Eligibility.....	8
Hayward 4 Learning Registration.....	8
Hayward 4 Learning Sites	8
Transportation	9
Attendance.....	9
Student Records.....	10
Confidentiality.....	10
Non-Discrimination Policy.....	10
Special Educational Needs	10
Parent/Teacher Conferences	10
Hayward 4 Learning Suggested School Supply List	11
Hayward Community School District Core Values	11
School Closings/Delayed Openings	11
Hayward School District Policies	12
Immunizations	12
Medical Physical Examinations Required	12

HAYWARD 4 LEARNING CONTACT PERSONNEL SITES AND TEACHERS

Hayward Community School District – Coordinating Public School District

15930 W 5th Street
Hayward, WI 54843
Phone: 715-634-2619 ext. 9001
Fax: 715-634-3560
Email: rlee@hayward.k12.wi.us, ltheder@hayward.k12.wi.us
Ronda Lee Hayward Primary School Assistant Principal
Sheila Turnbull Hayward Community School District Superintendent's Secretary

Northwest Connection Family Resources – Community Collaborating Partner

16076W Hwy 63
Hayward, WI 54843
Phone: 715-634-2299
Fax: 715-634-8743
Email: nwchild@cheqnet.net
Jackie Strand, Executive Director
Kathleen Mullally, Co-Director

Grandma's Too Child Care Center

10557 Fifth Street
Hayward, WI 54843
Phone: 715-634-6320
Email: lzeigle@centurytel.net
Program Coordinator of Site: Laura Zeigle
Teacher: Laura Zeigle

Star Bright Child Care Center

10773 Minnie Avenue
Hayward, WI 54843
Phone: 715-634-9091
Email: roehl@centurytel.net
Program Coordinator/Owner of Site: Erin Roehl
Teacher: Shelly Bartz

Welcome to the Hayward 4 Learning Program

The initiative to pursue a community collaboration four year old program started with Hayward Community School District's Board of Education approval in July 2007. The Hayward Community School District established a partnership with Northwest Connection Family Resources and formed a community-wide committee comprised of child care providers, community agencies, parents, administrators, teachers, and school board members.

The community-wide committee found that research proved four year old programs helped the children, the school, and the community. The committee met once a month assisting in the development of the Hayward 4 Learning Community Collaboration four year old program for the Hayward Community School District. Hayward Community School District's Board of Education voted to implement the Hayward 4 Learning Program to begin at the start of the 2008-09 school year.

The Hayward Community School District's voluntary four year old community collaboration program will help close the achievement gap of young children as they begin school, streamline and coordinate services for young children and families, and engage parents and community members in supporting children's learning.

The two community collaborating provider sites are:

- Grandma's Too Child Care Center
- Star Bright Child Care Center

The Hayward 4 Learning Handbook has been compiled to provide parents, providers, and other interested community members with information regarding our program. If you have further questions, please do not hesitate to call the school district office at 715-634-2619, ext. 9001.

Craig Olson
Hayward Community School District Superintendent

Ronda Lee
Elementary Assistant Principal/Program Coordinator

HAYWARD 4 LEARNING MISSION STATEMENT

We believe in a school and community partnership committed to offering every four year old in the District access to a quality early learning experience.

Learning programs will reflect our belief that:

- Children enter school at different levels of development
- Transitions for four year olds should be minimized
- Children learn in a variety of environments
- Children's style of learning may vary
- Families know what is best for their children
- Families differ in the amount of support they want in raising their children
- All families need to be informed and have access to available options and resources
- Children should enter school with positive learning experiences which can be provided in a variety of ways (i.e., at home, preschool, childcare, etc.)
- The entire community shares responsibility with parents for the growth and development of children

HAYWARD 4 LEARNING PROGRAM PHILOSOPHY

The Hayward School District and the community collaboration partners believe that every child in the Hayward Community School District has a right to a quality age appropriate four year old program. All community children that are four by September 1st will be allowed to participate in the four year old program. Every child will be treated with an attitude of respect and care.

The Hayward 4 Learning program will use the Wisconsin Model Early Learning Standards and Creative Curriculum as a guide for classroom focus. The collaborative partners will strive to create an environment which stimulates creativity and learning for the children.

The community collaboration values the family-school connection and encourages parents to attend parent-teacher conferences, parent outreach activities, and to volunteer in their child's program.

HAYWARD 4 LEARNING CURRICULUM

The goal of our four year old 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 their senses to explore and get information. Each child will be given the opportunity to learn at his/her own pace and in the way four year olds learn best.....through play. What looks like play has been planned by professionals to develop specific skills that your child will need for later school years. Your child's program will include the following types of activities:

- Social/Emotional
- Daily Living Skills
- Language and Literacy Development
- Creative Expression
- Movement

VOLUNTEER OPPORTUNITIES

Parents and community members are encouraged to volunteer at the Hayward 4 Learning program sites. Parents and community members can help in the classroom, be a chaperone on field trips, read a story to the class, and help prepare classroom materials. If you are interested or know someone who might be interested, please contact your site provider. The sites appreciate the additional “helping hands” from parents and community volunteers.

HAYWARD 4 LEARNING FAMILY OUTREACH PROGRAM

An important component of the Hayward 4 Learning program is the Family Outreach Program. The focus on the program is to provide parents and children with opportunities to grow as a family. Throughout the school year activities and presentations will be open to families with four year olds. Northwest Connection Family Resources will provide one activity per month supporting the educational and social development goals of the research-based Creative Curriculum program. Each participating site will also schedule activities outside the instructional program hours during the school year.

NORTHWEST CONNECTION FAMILY RESOURCES ACTIVITIES

The following list of activities is a tentative schedule. Please watch your mail for descriptions, dates and times for all activities. All Hayward 4 Learning families will receive mailings about the Family Outreach Programs. All activities offered are FREE of charge so come join the fun! Registration is suggested two days prior to each activity, but, if you would like to attend and have not registered please feel free to join us.

September - “Kicking Off the Year Right” activity designed to get Hayward 4 Learning families acquainted.

October - a “Children’s Concert” is provided in conjunction with the Hayward School Districts Red Ribbon Campaign.

November - “Bowling Fun” is held at Riverside Lanes. Families can come after school, bowl a game and still be home in time for dinner. Bowling Fun was a child/parent pleaser in 2008. Plan to join the fun.

December - “A FREE Holiday Movie” is sponsored by NCFR at the Hayward Cinema 4. Families are invited to attend this family friendly movie and celebrate the holiday season.

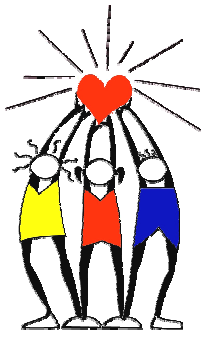
January - “Family Bingo Night” is sure to warm everyone spirits in the cold month of January. Family friendly child and adult prizes will be awarded for BINGO.

February - The weather outside might be frightful but we’re indoors having an evening filled with “February Fun”.

March - “Family Ice Skating Party” will be held at the Hayward Sports Center. The warm weather will soon be here so take advantage on this fun winter activity before it’s too late.

April - Celebrate Week of the Young Child at a “Children’s Concert” at the Hayward Intermediate School Gym.

May - Come join the fun at the “End of the Year Party” with other Hayward 4 Learning Families at the Primary School playground to play, fly kites and have a picnic dinner. Door prizes will be awarded.



NORTHWEST CONNECTION FAMILY RESOURCES ACTIVITIES

Newsletters - quarterly newsletters are available to anyone who chooses to be on our mailing list. The newsletter consists of calendars and brief descriptions of upcoming activities, classes, and special events. All NCFR programs and activities are offered to families FREE of charge. Also included are parenting tips or topics of interest. Please call (715) 634-2299 to be on the mailing list.

Playgroups - provide wonderful opportunities for parents and their children to spend time in play and socialization. Each session includes a simple craft project and a snack. During the summer months, please call or check the calendar for locations. Playgroups meet:

- * Monday mornings (1st, 3rd & 5th) from 10:00 -11:30 am at NCFR
- * Thursday mornings from 10:30 - noon. See calendar for locations.

Story hour - NCFR staff and occasional guests will be reading stories for all to enjoy at the Sherman and Ruth Weiss Library on Tuesday morning at 10:15 am. An additional Hayward 4 Learning story hour has been added on the second and fourth Friday of each month at 9:00 am held at NCFR.

Wiggles & Giggles - is a fun program for children and their parents to learn about music and movement through fun, interactive songs, finger plays and props. Adults are encouraged to join the fun. Wiggles & Giggles is held on the second and fourth Monday of each month from 10:00 - 11:00 am.

Community Playgroup - is held once a month in collaboration with Sawyer County Birth to Three. This is another wonderful opportunity for parents and children to interact together with other families in our community. Please call or check the calendar for dates, times and locations.

Open Play - various times are set aside for families to come to NCFR and play together when no set programs are scheduled. Come enjoy playing with your children in a great environment.

Resource Lending Library - NCFR has many resources such as books, magazines and videos available on a variety of child related topics. These resources are available to check out FREE of charge. Resource lending materials can be checked out, during regular business hours. If you need assistance finding materials on a particular topic, we are here to help. Also, if you do not have access to a TV/VCR, you can view your selection in our cozy room.

Toy/Equipment Lending Library - Age appropriate toys and equipment such as pack and play cribs, umbrella strollers, and high chairs are available to check out FREE of charge. This is a great resource for short term visitors or if you would like to increase your child's play experiences without spending any money. Toy/equipment resources can be checked out during regular business hours.

Workshops - NCFR offers a variety of workshops based on what parents are requesting. Topics have included: potty training, healthy eaters, family time, stress management, family traditions, biting, and sibling rivalry. If you have a suggestion for a topic please call us.

Classes - Parent education classes are offered at various times throughout the year. Parent education classes are usually 4 - 8 weeks in length, which allows parents to engage in discussions and put their parenting skills into practice. The curriculums that have been offered include: The Nurturing Program, Positive Indian Parenting and Love & Logic. Please call for an upcoming class schedule.

Special events - NCFR offers special events and activities throughout the year. Watch the local newspaper, check out the calendar or call us to join in the fun!

HAYWARD COMMUNITY SCHOOL DISTRICT

Hayward 4 Learning

ELIGIBILITY

Students participating in the Hayward 4 Learning voluntary program must be four years of age by **September 1st**. There will be no early admissions. Participants must be residents of the Hayward Community School District. For more information, contact Northwest Connection Family Resources at 634-2299.

HAYWARD 4 LEARNING REGISTRATION

Northwest Connection Family Resources will schedule appointments with parents who would like to register their children for the four year old program. Northwest Connection Family Resources is located at 16076W Highway 63, Hayward. **Registration appointment times can be scheduled during the month of May between the hours of 8:00 a.m. and 4:00 p.m., Monday – Friday.** Late appointments will be available upon request. Registration packets will be sent to you when the appointment is made.

Materials to bring with you for the registration appointment include:

- A birth certificate for the child/children being registered
- Verification of physical address: a utility bill, bank statement, or phone bill with your correct and current address
- Immunization records for the child being registered
- Current medical physical examination documentation
- Your child's social security number
- Registration forms

PROGRAM DAYS AND HOURS

- Grandma's Too Child Care Center (Hayward School District Schedule)
 - Monday – Thursday, 8:00 a.m. to 11:05 a.m. (AM session)
 - Monday – Thursday, 12:00 noon to 3:05 p.m. (PM session)
- Star Bright Child Care Center (Hayward School District Schedule)
 - Monday – Thursday, 8:00 a.m. to 11:05 a.m. (AM session)

NOTE: If your child does not attend childcare and transportation is a concern for your family, please contact Northwest Connection Family Resources at 634-2299 to discuss options.

TRANSPORTATION

The goal of Hayward 4 Learning is to always provide the safest transportation for the children. Children needing to be transported on a school bus will be provided the same bus service contracted for the regular District busing. We advocate and support the safest transporter of four year olds to be the parents. If at all possible, we encourage parents to do the transporting of their child. The plan to provide the safest transportation of the District four year olds will be as follows:

- Children identified for a Head Start Program will be transported by Head Start, unless other agreed upon arrangements are made between Head Start and Hayward Community School District.
- Children attending a child care facility, which is also a Hayward 4 Learning Provider, will attend the Hayward 4 Learning Program at the child care facility where enrolled.
- Children attending a child care facility, which is not a Hayward 4 Learning Provider, may receive busing to and from the Hayward 4 Learning Provider.
- Children who do not attend any childcare and transportation is a concern for the family may contact Northwest Connection Family Resources at 634-2299 to discuss options.

HAYWARD COMMUNITY SCHOOL DISTRICT BUS DROP OFF OF KINDERGARTEN STUDENTS POLICY 751.4

In the interest of safety of our kindergarten or younger students, the Hayward Community School District requires that a parent or responsible person be present to receive or pick up a kindergarten or younger student from a school bus stop.

Approved: 9/18/06

ATTENDANCE

It is an expectation that children enrolled in Hayward 4 Learning will attend every day school is in session. Regular attendance at the four year old program establishes healthy patterns of attendance that can last throughout the school years and into adult employment.

If students are going to be absent from school for any reason, **parents are required to phone in the absence to the teacher prior to or on the day of the absence.** Please inform the person answering the phone of your child's name, the reason for the absence, and that your child is attending the Hayward 4 Learning program. Attendance is taken every day and sent to the Hayward Community School District office. Prompt notification of absences helps keep the record keeping accurate. A child's absence is designated as "excused" or "unexcused."

Excused absences include illness, medical and dental appointments, and certain family situations. Generally, as long as a parent/guardian calls in to inform the staff of the absence, it will be considered excused.

An unexcused absence is generally the result of the child simply not attending class and the parent/guardian not notifying the staff of the absence.

Absence phone numbers:	Grandma's Too Child Care Center	715-634-6320
	Star Bright Child Care Center	715-634-9091

STUDENT RECORDS

Student records are maintained to assist school personnel in determining educational experiences for each student. All records must be complete and turned in prior to participation in the program. The District recognizes the need for the confidentiality of student records. "Student Records" are defined as relating to an individual student. The school district and collaborating four year old program providers will have regular communication regarding your child's progress in Hayward 4 Learning.

CONFIDENTIALITY

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

NON-DISCRIMINATION POLICY

No person shall, on the basis on handicap, race, color, national origin, religion, sexual orientation, or gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity in the Hayward Community School District. If you have questions about procedures, or if you wish to file a grievance, please contact Steve Dvorak, High School Principal/Director of Instruction, Hayward Community School District, 15930 W 5th Street, Hayward, WI 54843 (715-634-2619).

SPECIAL EDUCATIONAL NEEDS

If your child is currently receiving Special Education Services or you have a concern about your preschool child's development, you can contact the Hayward Community School District's Special Education office at 634-2619, ext. 9002 for further assistance.

PARENT/TEACHER CONFERENCES

Communication between the parents and the Hayward 4 Learning Providers is of utmost importance. At a minimum, each provider will schedule at least two parent/teacher conferences throughout the school year to share the progress of your child.

HAYWARD 4 LEARNING SUGGESTED SCHOOL SUPPLY LIST

1 Backpack, large enough to fit a standard sized folder
2 Bottles of Elmer's School Glue
2 Large Elmer's Glue Sticks
1 Box of Kleenex
1 Box of 24 Crayola Crayons
2 Folders
1 Pencil Box
3 wood pencils
Washable Wide Tip Markers (8-10 pack)
Water Bottle

Contact your site provider for more information.

HAYWARD COMMUNITY SCHOOL DISTRICT'S *CORE VALUES*

RESPECT.....	To value self, others, property, and diversity.
RESPONSIBILITY....	To be accountable for your actions towards yourself, others, and community.
HONESTY.....	To consistently seek and speak the truth.
COMPASSION.....	To show care and kindness for others.
FAIRNESS.....	Treating people equally and making decisions without favoritism or prejudice.
CITIZENSHIP.....	Becoming a productive and contributing member of society.

Building a World of Good

SCHOOL CLOSINGS/DELAYED OPENINGS

The Hayward 4 Learning Program will follow the District's school closings/delayed openings. Students will be informed by radio if school is to be closed due to extreme or hazardous weather conditions. Occasionally there may be a delayed opening or early closing because of weather conditions. This will also be announced on the following radio stations:

WRLS-FM – 92.3

WHSM-FM – 101.1, AM – 910

WOJB-FM – 88.9

HAYWARD SCHOOL DISTRICT POLICIES

A copy of Wisconsin Board Policies and State Statutes is available in the Superintendent's Office and on the district website (www.hayward.k12.wi.us).

The following policies may be of particular interest to parents of four year old children:

Children At Risk Policy # 342

Student Records Policy # 347

Student Surveys Policy # 349

Intranet/Internet Policy and Rule # 363.2

Pledge of Allegiance Policy # 382

Equal Educational Opportunity and Non-discrimination Policy # 411

Student Attendance Policy # 431

Student Discipline Policy # 443

Code of Classroom Conduct Policy # 443.1

Tobacco Use By Students # 443.3

Student Alcohol and/or Other Controlled Substance Abuse Policy # 443.4

Use or Possession of Pagers or Two-Way Communication Devices Policy # 443.6

Student Conduct with Laser Pens Policy # 443.9

Locker Searches Policy # 446.1

Pediculosis (Head Lice) Policy # 453.3

Food Allergies Policy # 453.8

Bus Drop Off of Kindergarten Students Policy # 751.4

Bus Safety Program Policy # 751.2

Guidelines for Food and Beverages Offered to Students at School Functions Policy # 762.2

IMMUNIZATIONS

Students are required by Wisconsin State Law to be immunized against certain contagious diseases. The school is required by said law to enforce the immunization requirements. The school seeks the cooperation of parents in ensuring that their child is properly immunized before they attend school.

Any student not meeting state mandated immunization requirements can be excluded from the school for up to 10 days. A student entering the Hayward Community School District has a full school year, plus 30 days into his/her second year to meet the requirements, before exclusion would occur.

During the first year legal notices are sent out at state mandated intervals to all parents/guardians of noncompliance. After three (3) notices, if the student is still not compliant with required immunizations, that student's name is sent to the District Attorney for possible legal action. If for some reason a student returns their second year and has still not met the first year requirements, a notice will go to the parent/guardian on the 15th school day and if still not compliant by the 30th school day, that student will be excluded from school.

Parents/guardians do have the option of signing a waiver on immunizations for religious, medical, or personal convictions.

MEDICAL PHYSICAL EXAMINATIONS REQUIRED

The Department of Health and Family Services requires all children in attendance at Head Start and Child Care Centers to have a health examination. Child Care Centers and Head Start are providers of the Hayward 4 Learning Program. A mandatory form is included in the registration packet and must be completed within 3 months of admission into the program.