

ST. KATHARINE DREXEL SCHOOL



Handbook for Parents of 4K Students

503 S. Spring St. Beaver Dam WI 53916
Phone: 920.885.5558 Fax: 920.885.7610;
www.skds.org

Additional, more detailed information about our school may be found in our
[Consolidated Handbook](#)

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About St. Katharine Drexel School

St. Katharine Drexel School is a preschool through 8th grade school that operates as part of the St. Katharine Drexel Parish. We are a child-centered, caring community dedicated to educating the whole child in the Catholic Christian tradition, offering a Christian message and a faith-filled environment to the school family through worship and service.

4K Program Description

The 4K program for four year old children is based on the theme "I Am Special." The "I Am Special" program is designed to:

- Help young children discover their special qualities and
- Follows well-established Early Childhood education standards.

The primary focus of the program is one of helping children develop positive self-concepts through awareness that each one of them is special with unique gifts and talents. Their positive self-concepts are the foundation for developing attitudes of loving, sharing, and helping. A positive self-image helps the child form relationships with those around him/her.

Other important notes about the 4K program:

- Enrollment is via the Beaver Dam Unified School District.
- Students must be 4 years old as of September 1st of the year enrolled.
- A completed Immunization Record and an Emergency Information form must be signed and dated.
- The Child's Health History Report must be completed by the parent/guardian.

Tuition and Fees for 2023 - 2024

SKD is one of seven school sites offering a 4K program, which is funded by the Beaver Dam Unified School District (BDUSD). SKD charges a separate, one-time \$50 religion fee.

4K Teachers and Other School Staff

Principal– Mrs. Tina Ellefson

Administrative Assistants Preschool - 3; Miss Meyer & Ms. VerHage

Administrative Assistant Grades 4-8 Mrs. Scott

3K/Room #207 Mrs. Tricia Cargen

4K/Room #206 Mrs. Diana Skare

Kindergarten A/Room #203 Mrs. MacKenzie Tischler

Learning Support/Room #203 Mrs. Andrea Rechek

Learning Support/Room #306 Mrs. Angela Clark

School Counselor/Room #315 TBA

Grade 1/Room #215 Miss Megan Meyer

Grade 2/Room #214 Ms. Madeline VerHage

Grade 3/Room #213 TBA

Grade 4/Room #316 Ms. Molly Warmka

Grade 5/Room #317 Mrs. Jessica Kern

Grade 6-8/Room #305 Mrs. Susan Pokey

Grade 5-8/Room #302 Mrs. Margaret Scott

Grade 6-8/Room #301 Miss Lauren Crombie

Grade 6-8/Spanish 1-8/Room #304 Mr. Clark Crombie

Physical Ed / Health/Room #311 Mrs. Kayla Bloohm

Library/Room #s 211, 318 Ms. Kimberly Lopas

Art/Room #312 TBA

Vocal Music, Chorus Room #121 TBA

Instrumental Music Ms. Kimberly Lopas

Classroom Aides –

Mrs. Maria Ramirez

Mrs. Cheryl Condon

Ms. Rita Nowak

Ms. Margaret Sadoski

BSC/EAD /ASC/Room#209 Mrs. Claudia Ramirez

Tech Resource/Room #310 TBA

Secretaries –

Mrs. Patrice Schmitt

Mrs. Rose Klavekoske

Food Service - Mrs. Tina Steele

Maintenance - Mr. Nathan Eggers

(Head of Maintenance)

Mr. Robert Beske

Mr. Chuck Hermann

Playground Supervisors - Mrs. Cheryl Condon & Staff

Safeguarding All of God's Family

All efforts and programs in the Archdiocese of Milwaukee that relate to protecting God's children and creating a safe environment come under the umbrella of Safeguarding All of God's Family.

As faith-filled people, we respect and value each and every individual, as we are created in the image and likeness of God. This is why the Safeguarding All of God's Family program has been established. The Archdiocese of Milwaukee is committed to creating a safe environment where all of God's family – children, their parents and relatives, parish and school personnel, volunteers, clergy and archdiocesan central office personnel – will be able to work, live, and play in an environment where healthy and responsible relationships prevail.

Additional information about SKD's Safeguarding efforts is available online at www.skds.org.

Class Times

4K AM Session	Mon-Fri	8:15 AM - 11:00 AM
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All regular classes (including PreSchool and 4K) are held at the school location (503 S. Spring St.)

Arrival/Departure

The child must be accompanied into the building no more than fifteen minutes before class sessions and must be picked up at the inner court door at dismissal (by the gym set).

We ask that your children arrive in time for class to begin at: Preschool & 4K - 8:15AM. (Inner Court Door is staffed until 8:15. after that time, use the Main Door off the school parking lot.) Children must be picked up at the close of each session. Schedule your individual arrival time five to ten (5 – 10) minutes prior to class ending. Not arriving in time to pick up your child places a major inconvenience on the teacher. She may be preparing for the arrival of the next class or attending a meeting. Doors remain locked until 7:45AM.

4K Dress Code

4K students must adhere to the following guidelines:

Tops

- neckline no more than two finger widths from the collarbone
- sleeves no less than at the outside edge of the shoulder and no lower than two fingers below the armpit
- no sleeveless shirts (tank tops) outside of short season (May 1 - October 1)
- cannot be seen through
- must fully cover body in all body positions

Bottoms

- must be worn at the natural waistline
- can be no shorter than two inches above the kneecap
- cannot be skin tight
- skirts must be worn with leggings or tights when it is not short season

General

- must contain no wording or illustrations contrary to our mission, philosophy, or goals
- must not promote or advertise an item or activity contrary to our mission, philosophy, or goals

- shoes must tie, Velcro, or buckle. FlipFlops are not permitted for safety reasons.
- sandal season is May 1 - October 1

Students will follow the SKDS dress code for all activities, events, and celebrations representing skds. Only apparel included on the dress code description/listing are acceptable; all other clothing is in violation.

DRESS CODE APPROVED BY SCHOOL BOARD FEBRUARY 19, 2009

Attendance

A child needs to be present at school, attending class daily, to receive the maximum benefit from classroom instruction and participation. It is NOT possible to make up the education lost by missing class time ESPECIALLY with the emphasis on teamwork, discussion or problem solving within the group setting. However, when a child must be absent from school, a call from the parent/guardian is essential. Given the concern for the safety of our children, it is imperative that calls regarding absences be made before 9:00AM. If you do not call us, we will call you.

Appointment Scheduling

Parents/guardians are urged to leave their children in school all day. SKDS discourages the scheduling of dentist/doctor appointments during school hours.

- If a child needs to be dismissed early, s/he will bring a note to the school office stating the time and reason for dismissal.
- All students leaving school during the day MUST BE PICKED UP AND SIGNED OUT BY THE PARENT/GUARDIAN IN THE SCHOOL OFFICE. To ensure the safety of the child, the parent/guardian is required to enter the school building to sign his/her child out. The child will not be permitted to meet the parent at the vehicle.
- Parents/guardians are not permitted to go to the classroom, lunchroom or playground at any time during the school day to retrieve students.

Illness or Injury During School

- Children who become ill or are injured at school must report to the Office.
- Parents/guardians will be contacted to pick up their child if the illness or injury is serious or continues to persist.

Students MUST BE PICKED UP AND SIGNED OUT BY THE PARENT/GUARDIAN IN THE SCHOOL OFFICE before leaving the school premises. To ensure the safety of your child, the parent/guardian is required to enter the school building to sign his/her child out. The child will not be permitted to meet you in your vehicle.

Weather Emergencies, Inclement Weather 6114.5

St. Katharine Drexel School follows the decision of the Beaver Dam Unified School District in this regard. Closing of school will be broadcast on the following stations: WBEV/WXRO and then on Madison Channel 3, Channel 15, and Channel 27. Our weather information is posted on the Beaver Dam School District website at <https://www.bdusd.org/students-families/weather-announcement.cfm>

A group email/text will be sent to all SKDS families and staff via Bright Arrow, SKD's broadcast email / alert system. The same information will be posted on the SKDS website www.skds.org.

In case of a LATE START for inclement weather, MORNING 4K and Extend A Day (ALL DAY) WILL BE CANCELED. Usually, this start time will be two hours later. Listen carefully to the information given. Kindergarten-Grade 8 will dismiss at the regularly scheduled time.

Frequency of Report Cards

A written evaluation is issued two times per year at semester. Conferences are scheduled for October and March..

Library

The SKDS Library collection is designed to supplement classroom lessons, as well as to promote and encourage reading for pleasure. The librarian works closely with classroom teachers, both in determining material needs and in teaching Information Literacy skills.

Beginning with the 2013-14 school year, the library catalog became cloud-based and was available online from any location with Internet access. With login information, students are able to check on the status of materials they've checked out, as well as reserve or request materials. There is a link to the library catalog on the SKDS homepage, www.skds.org.

Checkout guidelines and restrictions vary by grade level. Students will be given this information on or before their first day of library classes. The information will also be available online via the library catalog.

HEALTH INFORMATION / MEDICATION POLICY (5141.5)

It is important that parent/guardians provide the school with current, up-to-date health information. This information should include, yet not be limited to, special health needs, an emergency contact person, and administration of a prescription medicine.

When parents/guardians request school authorities to supervise taking of medication by students, this service may be offered with appropriate precautions. In all instances where medication is administered under this policy, the practitioner (licensed in Wisconsin as physician, dentist, or podiatrist) prescribing the medication has the power to direct, supervise, decide, inspect and oversee the administration of such medication. *In order to ensure that the practitioner retains the power in this service, **no PRESCRIPTION** medication shall be given to a student by any employee of the School unless the Medication/Consent/Physician Order for medication is filled out by the physician and parent/guardian, and is delivered to the Principal/Administrator who authorizes administration of the medication according to the following:

PRESCRIPTION MEDICATION must be sent to the school

1. in a pharmacy-labeled container,
2. with the student's full name,
3. the name of prescriber and phone number,
4. the name of prescription medication,
5. the dose,
6. the effective date, and
7. the directions for administration.
8. The prescription medication must be supplied by a parent or guardian.

NON PRESCRIPTION MEDICATION may be given **ONLY** if the parent/guardian has completely filled out the required form and the following conditions are met:

NONPRESCRIPTION MEDICATION must be sent to school

1. in the original manufacturer's packaging,
2. with a list of active ingredients, and
3. with the recommended therapeutic dosage.
4. The over-the-counter medication must be supplied by the parent or guardian.
5. Nonprescription medication may only be administered in higher than the recommended dosage by written approval of the medical provider **AND** parent or guardian.

The designated school personnel shall maintain an accurate and confidential medications file including all of these necessary forms and records of doses given each student receiving medication,

- No employee except a health care professional may be required to administer a drug or prescription drug to a pupil by means other than ingestion.

School personnel are asked to report any unusual behavior of pupils on medication to the Principal/Administrator, who will inform the prescribing practitioner.

Authorized school personnel may give medication to the child at the time designated. Normally, it is the responsibility of the student, not school personnel, to get his/her medication at the designated time.

No more than one month's supply of any medicine is to be kept at school.

All medication administered at school by school personnel will be kept in a locked cubicle, drawer, or other safe place.

Under no circumstances should school personnel provide aspirin or any other non-prescribed medicine to students without meeting all the criteria above. Diagnosis and treatment of illness and the prescription of drugs are not school responsibilities and should not be undertaken by any school personnel.

All medication consent forms including the Inhaler release form MUST be updated annually at the onset of a new school year.

A Medication Consent Form and Inhaler Release Form are included in the back of the handbook in case you need them at some point during the school year. Additional forms are available through the school office; they are also on our SKDS website <http://www.skds.org/important-forms>
*Medication will be taken by the child at the designated time administered by school personnel who have been identified and trained. It is the responsibility of the student, if appropriate, not school personnel, to get his/her medication at the designated time. Schools recognize the importance and necessity of students being allowed to carry certain emergency prescription medications, such as asthma inhalers, glucagon, and EpiPens. Students in grades K-12 may self-administer these emergency prescription medications while at school **ONLY** under the supervision of school staff. An elementary student who carries an emergency medication on his/her person will need to have an Archdiocese of Milwaukee release form completed and signed by the student's physician,*

parent/legal guardian, principal, and homeroom teacher (refer to Form 5140.2c). The form states that the student has been instructed in and understands the purpose, appropriate method and frequency of use of his/her inhaler. The school is absolved from any responsibility in safeguarding the student's emergency prescription medication. The parent must provide to the school a copy of a health care plan (refer to Form 5140.2d) for a student who requires an emergency prescription medication.

INHALERS

Schools recognize the importance and necessity of students being allowed to carry asthma inhalers. Students in grades K-12 may self-administer certain emergency prescription medications, such as inhalers and glucagons, while at school **only under the supervision of school staff**. A student who carries an inhaler on his/her person will need to have an **Archdiocese of Milwaukee release form completed and signed by the student's physician, parent/legal guardian, Principal/Administrator, and homeroom teacher (Refer to important forms on our SKDS website <http://www.skds.org/important-forms> ~ If you need paper copies, contact the school office.)** The form states that the student has been instructed in and understands the purpose, appropriate method and frequency of use of his/her inhaler. The school is absolved from any responsibility in safeguarding the student's inhaler.

SANITATION

Staff and children shall wash their hands before handling food for snacks and after toileting themselves. Dress up clothes, stuffed animals, etc. are washed 2-3 times per year. Toys are bleached 2-3 times per year by the staff.

Milk / Lunch

School lunch, sponsored by the federal government, is offered to all students. There are three price categories: full price, reduced price and free. All are available to children in grades preschool through eight if qualifying factors are met.

Payments for lunch are to be made on MONDAY (or the first school day of the week). We encourage weekly purchase of school breakfast/lunch rather than daily purchases. Please send the money in an envelope with the student's full name, room number or grade, the number of breakfasts/lunches needed and the amount enclosed, written on the outside of the envelope. The Family can pay with one check for all of the children in the family as long as the amounts for each child are clearly indicated. For those students eating a cold lunch, milk may be purchased on a daily basis in the cafeteria. Juice may be brought from home for a cold lunch. Soda is not permitted for consumption. Money for school breakfast/lunch needs to be kept separate from other money.

- We ask families to pay by check. Do not combine with other fees.
- Remaining breakfast/lunch account funds at the end of a school year may be carried over to the start of the next school year.
- Milk money must be at school no later than the first week of the trimester. No Money No Milk
- IF A STUDENT ACCUMULATES FIVE UNPAID SCHOOL LUNCH DAYS, SCHOOL LUNCH WILL BE DISCONTINUED UNTIL THE DELINQUENT AMOUNT IS PAID IN FULL. THE NEXT FULL WEEK MUST ALSO BE PAID.

Snacks / Nutrition

A mid-session snack will be served. 4K snack is furnished as part of the district wide 4K program. Pasteurized Grade A milk is provided by the school. We are very concerned about your child (ren's) nutrition. Therefore, we always try to provide healthy foods. For snacks we focus on fruits, vegetables, protein, whole grain or enriched bread, cereal, and foods without artificial sweeteners. Thus the cost rises. You are invited to provide treats for birthdays or holidays. These may be sweets.

The use of proper table manners will be required at all times.

The children will not be forced to eat the snack but will be encouraged to take a taste. Special diets will be accommodated. The parent/guardians will provide appropriate supplementary foods when children have allergies. These foods will be labeled and properly stored.

Invitations

Invitations **MAY NOT** be distributed to children on school property during school hours unless; **ALL** students (all boys, all girls, or both) receive the invitation in a given homeroom. In the past, we have experienced too many children whose feelings have been needlessly hurt because a classmate opened an invitation to a party to which another was not invited. We need to protect our students as much as possible. If all students are not going to be invited to your child's party, then you must mail or call the families you wish to attend.

Extend-a-Day (EAD)

The EAD Program is designed for 4K and 3K (God's Little Miracles Preschool) children who will remain in school either prior to or after their class. The program operates opposite our 4K and 3K classes. We invite the 4K families to consider using our Extend-A-Day program two, three, or more times per week. A consistent weekly routine helps a child build confidence and familiarity with an all-day routine. However, our Extend-A-Day program schedule works closely with our 4K and 3K programs. It is not a drop-in program. These guidelines are necessary to plan adequately for projects, materials and snacks.

EAD Fees

- The fee is \$14.00 per day;
- Lunch is an additional \$2.75. (2023-2024)
- Payment is due the first day the child attends that week.
- Your account will be credited **ONLY** if your child is absent due to an illness. Otherwise, you will be charged for the slot.
- Should a drop in occur, you will be charged an additional \$10.00.
- If your account is delinquent, your child will not be able to attend.
- The schedules will be emailed home every Monday. The form needs to be submitted/returned by Thursday for the following week.

EAD Elements

- Additional learning experiences in the areas of reading readiness, language, math, science, and art.
- Opportunities to develop fine motor skills through printing, coloring, gluing and painting.
- Opportunities to use the playground and/or gym for gross motor activities.
- Additional activities in language/speaking skills through show and tell and storytelling.

- Reinforcement of positive attitudes such as respect for teachers, and others, helping, sharing, taking turns, caring, using good manners, and listening.
- Opportunities to praise God through song, spontaneous prayer and reciting prayers.

If you have any questions about EAD or would like more information, please contact Mrs. Claudia Ramirez, our EAD Coordinator, or Mrs. Patty Schmitt, School Secretary, at 885-5558.

Online Forms due September 5, 2023 (Will also be in the Family Folder)

Emergency Form (1 each family)*
 Electronic Information Delivery Form
 (1 each family)*
 Child Custody Form (1 each family)*
 Release of Information (1 each family)*
 Volunteer Interest Form (1 each family)
 Dear Family/SKDS Family Handbook
 receipt/contract (1 each family)*

Online Forms due ASAP (AS NEEDED) (Will also be in the Family Folder)

Application for Free/Reduced Price Meals/Milk
 (1 each family)
 Prescription Medication Consent Form/Inhaler
 (1 each child)
 Non Prescription Medication Form
 (1 each child)

Family Folder Forms due September 5, 2023

Movie Permission Slip (1 each family)

Additional Online Informational Documents
 (Do Not Return)

Sexual Abuse Prevention And Response Services
 Calendar
 School Lunch Menu
 Offer Vs Serve
 Safeguarding All God's Family

* REQUIRED ALL REQUIRED FORMS MUST BE RETURNED TO THE SCHOOL OFFICE.