

School District of Bonduel

3K Program



Parent/Guardian Handbook

Effective:

2026-2027

Welcome

Welcome to the School District of Bonduel's 3K Program. Our program is located in Bonduel Elementary School. We are committed to providing high quality early childhood education for children, aged 3 years old by September 1st of each school year. Children must be consistently and independently toilet trained.

Mission

Our goal at the School District of Bonduel's 3K Program is to provide age-appropriate activities that are fun and engaging, in a safe and nurturing environment. We focus on every child and their unique needs, equipping them with social skills and encouraging them to become lifelong learners. In Bonduel, we are always striving to continuously build pathways to educational excellence with personal attention.

Philosophy

Our philosophy is to accommodate each individual child, and our program is developmentally appropriate for the age we serve. We instill kindness, creativity, and discovery; following the Bonduel Bear's Way that our students learn about each day in school. Our 3K program uses a research-based curriculum where students can learn in a structured setting through play and group activities. Children will use their critical thinking skills, curiosity and exploration of play through developmentally appropriate experiences, and materials provided by our program. Our experienced and competent staff are enthusiastic about providing learning opportunities that help children grow socially, emotionally, physically, and intellectually in a warm, cheerful, safe, and clean environment.

Toilet Training Policy

By definition, a child is generally considered potty trained when they consistently recognize the urge to urinate or defecate, can communicate their need to use the toilet, and are able to use it with minimal or no assistance, including pulling their pants and underwear up and down, wiping, and washing their hands. For our Bonduel 3K program, we ask that children are consistently potty trained for at least two weeks prior to beginning the school year.

Once a child is in our 3K program, if staff notice an increase in frequency of toileting accidents during the school day/week, the child may be asked to take a break from the program until they are consistently potty trained for a minimum two weeks.

Enrollment Policy

- Enrollment is open to children aged 3 years by September 1st of the current school year with the expectation that they will continue on to 4K the following year.
- Children must be fully toilet trained.
- Enrollment is contingent upon completion of all registration forms required for the 3K Program. Families who are out of district will be placed on a waiting list and will be notified mid-June as to whether they are in the program.
- The registration form is not meant to serve as a contract guaranteeing service for any duration.
- The Program reserves the right to dismiss or refuse any parent or child at any time with or without cause.
- Parents/guardians are **required** to notify us immediately of any changes in information collected at the time of enrollment. This includes any changes to address. Failure to do so may result in the child(ren) being unenrolled.

Hours of Operation

The 3K Program will follow the school calendar and will be closed when school is not in session for students, including teacher in-service days, Play Group days (one Friday per month) and inclement weather days such as snow days. In case of inclement weather, if there is a late start or an early release, 3K will follow the same schedule as the Elementary School.

Hours of operation are the same as the Elementary School, 8:07 am – 3:04 pm. Half day options are available and early pick up (2:30 pm at Door I) is available.

Before and After School Child Care is offered through the district to students enrolled in the School District of Bonduel. Separate registration can be found on the district website under Enrollment.

Rest Time

A rest time occurs every day in 3K. All day students will be expected to lay down and have quiet time each day in the afternoon. If behaviors occur that are disruptive to the class

during this time, and cannot be mediated with quiet items provided by the teacher, half days may be recommended and/or required.

Tuition Fee

- There is no tuition for the 3K program. It is a free program offered to the community.

Call-in Policy

If your child is sick or going to miss school for a different reason, please contact your child's 3K teacher as well as the Elementary School Office (715) 758-4850 ext. 818 or 820 to let them know.

Sign In and Out

Parents/Guardians must enter the Bonduel Elementary School at the main entrance off Mill Street (by the parking lot) every day to sign their child in/out if they are being dropped off or picked up at a different time. A child will only be released to a parent or guardian, or other person authorized to pick up the child as stated in writing on the registration form. If the parent/guardian wants more people authorized than there is space for, the parent must fill out an additional form with this information. New people should be prepared to show identification. We will not allow anyone to take your child if you don't give us permission and they are not on your list, so please communicate changes to your child's teacher and/or the Director or school office.

Medication

If a child needs medication while at school, a form must be filled out with any new medication and delivered to the elementary school office. Prescription medicine may have one sheet filled out per prescription. Staff cannot apply lotions or sunscreens without written parental permission.

Health Policy

Our program follows the same protocol as the School District of Bonduel. School policy (and/or state law) requires a child stay home if he or she:

- Has an oral fever of 100.0° F or higher (102° F rectal; 100° F axillary)
- Has been vomiting or has diarrhea
- Has an unusual rash with/without fever until discussing with your doctor or healthcare provider
- Has symptoms that keep your child from participating in school, such as:
 - Very tired or lack of appetite
 - Cough that he or she cannot control, sneezing often, very runny nose
 - Thick, colored nasal discharge
 - Headache, body aches, stomachache or earache if severe, persistent, or unable to concentrate
 - Sore throat
 - Symptoms that prevent the student from active participation in usual school activities OR student is requiring more care than the school can safely provide.
 - Skin lesions/Sores – Drainage from a sore that cannot be contained within a bandage OR sores are increasing in size OR new sores developing day to day.
- **24 Hour Rule:**
 - **Fever:** Student may return when fever-free for 24 hours (WITHOUT use of fever-reducing medicine.)
 - **Vomiting or diarrhea:** Keep your child home if they have vomited or had diarrhea. If this happens at school, they will be sent home. They cannot return to school until 24 hours **after the last episode**. They should be able to eat normally upon returning to school.
 - **Antibiotics:** Keep your child home for 24 hours after the first dose of antibiotic for illnesses that may include an ear infection, pink eye, or strep throat (or more than 24 hours if your child is still not feeling well).

Injuries

The program will contact parents/guardians as soon as possible after an injury has occurred.

Nutrition Policy

Snacks will be provided by the families for children enrolled in 3K. Breakfast and lunch will be available for purchase from the school each day or families may send a cold

breakfast/snack and/or lunch. No food with nuts, and water bottles filled with water may be sent with your child.

Toys or Candy

Children are NOT allowed to bring toy weapons or toys of any sort. They will be sent home immediately. One stuffed animal may be brought for comfort during rest time. Candy is not allowed and will be sent home in their backpacks if brought to school.

Required Items

- Please keep a bag labeled with your child's name including a full change of clothing that is season appropriate in their regular classroom locker or cubby in case of spills.
- Send children in seasonal/weather appropriate clothing for outdoor activities.
- Backpack
- Nap blanket (large enough to cover up with) that will stay at school during the week and will be sent home on weekends for washing.

Program Contact Information

Heidi Cynor

3K Program Director

cynorhei@bonduel.k12.wi.us

Phone : 715-758-4850 ext. 125

I acknowledge that I have read the 3K Parent/Guardian 3K Handbook. Please sign and return within two weeks of your child participating in the 3K classroom.

Parent/Guardian's Name:

Printed _____ **Signature** _____ **Date** _____

Printed _____ **Signature** _____ **Date** _____