



Alphabet Express 4K Program
118 West Pleasant St. Portage, WI 53901
Cell Phone Number 608- 566-5626

TIME SCHEDULE:

Monday, Tuesday, Wednesday, and Thursday
Morning Class-8:00am-11:00am
Afternoon Class-12:00pm-3:00pm

School Calendar: 2024-2025

Parent Meeting.....August 26th at 6:30pm
Student Meet and Greet with Teachers, Thursday, August 29th.... Morning Class
8:00-11:00 am Afternoon Class 12:00-3:00pm
First Day of School.....Wednesday, September 4th
No School..... September 30th
No School..... October 24th
Galley Studio..... Picture Day at Galley Studio TBA
Parent/Teacher Conferences.... November 8th
No SchoolNovember 27th-Dec. 2nd
School Resumes on Tuesday, December 3rd
Winter Break.....December 23rd -January 1st
School Resumes.....January 2nd
No School.....February 3rd
Spring Break No School...March 17th-23rd
School Resumes.....March 24th
Parent Teacher Conferences.....April 4th
No School.....April 21st
Last Day of School.....May 14th
Graduation.....May 15th 9:00 am Morning Class, 12:00 pm Afternoon Class

ARRIVAL: Monday through Thursday. The teachers will meet families outside on the front sidewalk. Please have your child stand by you while waiting to come into school. Morning Class Drop off time is 8:00 am and Afternoon Drop Off time is 12:00pm

DISMISSAL: Pick-up time is 11:00am for Morning Class and 3:00pm for Afternoon Class. Please abide by this pick-up time. The students will be walked outside by the teachers to meet their parents on the front sidewalk.

Please be prompt. Continuous late child pick up will be subject to a babysitting fee. \$5.00 for every 5 minutes late, after the first 5 minutes, unless approved by teachers. Emergency situations do not apply.

SNACK: A morning and afternoon snack is provided by parents on a rotating basis. A snack calendar will be sent to parents on our ClassDojo app once a month with your child's snack day. Please provide a healthy snack, and a healthy drink. The healthy drink should be either **100%** fruit juice (juice box or a gallon jug) or a gallon of milk. A separate snack suggestion sheet is in your parent folder.

FIELD TRIPS: We do have a few field trips planned; we will need volunteers to come along with us to help with supervision of the students.

SCHOOL CLOSINGS: In case of inclement weather, you will be informed of SCHOOL CLOSINGS and late starts through a District Automated "Alert Now" System. Public School Late Starts **will** apply to Alphabet Express Morning Class. **Morning class will be canceled.** Afternoon class will be canceled in the event of district early release due to inclement weather. You can also check your local TV listings for Portage School District Closings. We **will not** have school if the Portage School District cancels school or has a virtual day due to the weather. We will send a ClassDojo message if school is canceled.

HEALTH: Children who are ill with fever (100.0 degrees or above) diarrhea, vomiting, shortness of breath, cough or are not feeling well, will not be admitted to the program. We would like to keep the other children and staff members healthy at our facility. If you have any doubts about your child's health, please call us at 608-566-5626 to be sure they may attend. If your child appears to be sick or has any of the above while at school, we will notify the parent or guardian immediately, and it is necessary that the child be picked up within a half hour of notification.

The child will be permitted to return when his/her temperature is normal for 24 hours without aid of fever-reducing medication. Your child must have any prescribed medication, such as antibiotics, in his/her system for at least 24 hours before returning or when they are able with the recommendation from your healthcare provider.

If a child is showing COVID-19 symptoms (fever, cough, shortness of breath) OR if you've been in close contact with a person or child testing positive for COVID- 19, we ask you to keep your child home for the recommended time given by your healthcare provider.

CONCERNS OR COMPLAINTS: Please do not hesitate to talk to the teachers about any matter. We hope to be flexible enough to consider changes necessary to accommodate your child. We appreciate your involvement in our school program.

IMMUNIZATIONS: All students must produce evidence of a completed basic series as required by Wisconsin Statute 140.05. All children from 2-4 years require: 4DPT/DTap/DT-3 polio-1MMR-3HEP B-3HIB-1Varcella (Chicken Pox) these forms must be turned in by September 29th.

FIRE DRILLS, Tornado Drills, Safety Drills: Fire Drills will be practiced monthly as required by law. Tornado Drills will be practiced when needed. Safety Drills will be reviewed by the teachers and students will practice following the teacher's lead on what to do.

Personal Toys to School: Please have your child keep any personal belongings at home. This helps with things not getting lost or broken at school, unless approved by the teachers, sometimes a child may need their own personal stuffed animal for support at school. We do have stuffed animals, fidgets, etc. at school to help for support if needed.

TEACHERS Contact Information: Dawn Rieckmann and Leah Fisher—Cell: call or text: 608-566-5626 email: alphabetexpressabc@gmail.com ClassDojo has a private messaging you can use as well.

If your child will not be at school or late to school, please text my cell number or private message ClassDojo.

