

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

TIME SCHEDULE:

Monday, Tuesday, Wednesday, and Thursday

Morning Class-8:00am-11:00am

Afternoon Class-12:00pm-3:00pm

School Calendar: 2021-2022

Parent Meeting....August 23rd at 6:30pm

Student Meet the Teachers Day August 31st 8am-11am Morning Class.

Students Meet the Teachers Day August 31st 12pm-3pm Afternoon Class.

First Day of School.....September 7th

No School..... October 4th

No School..... October 21st

Galley Studio..... November 4th (Photo Day) TBD

No School..... November 8th

Parent/Teacher Conferences... November 19th We will have a sign-up sheet posted.

No School.....November 24th & 25th & 29th (Thanksgiving Holiday)

School Resumes.....November 30th

Holiday Break..... December 20th -January 2nd

School Resumes..... January 3rd

No School..... January 24th

No School.....February 21st

Parent/Teacher Conferences.....February 25th We will have a sign-up sheet posted.

Spring Break No School..... March 14-20th

School Resumes.....March 21st

***Graduation.... May 19th (9:00am Morning Class, 1:00pm Afternoon Class) TBD

ARRIVAL: Our facility is operational from 8:00am – 3:00pm, 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. The teachers will have the students line up and walk into school as a group. Please have your child wear a face covering to school.

The parent/guardian will take their child's temperature before coming to Alphabet Express. The parent/guardian will confirm that the child does not have a fever, shortness of breath or a cough. The child will wear a fabric mask into the school (to the best of their ability). The child will wash hands, then proceed to their classroom.

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 base. A snack calendar will be sent to parents by email once a month with your child's snack day. At this time only pre-packaged treats and juice boxes can be brought for snacks.

FIELD TRIPS: There will be no fieldtrips or special events gatherings at this time. We will let you know if this changes.

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 due to the weather.

PARENT HELPERS: No Volunteers currently. We will let you know if this changes.

HEALTH: Children who are ill with fever (100.0 degrees or above) diarrhea, vomiting, shortness of breath, cough or is not feeling will not be admitted to the program. It is a danger to other children and staff members 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. In the event your child is sent home with one of the above health concerns, they will not be permitted back to Alphabet Express without a doctor's note. The doctor's note must be written on their letterhead and read that the child can return to school because what they have is no longer contagious.

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. They must be isolated for a minimum of 7 days after symptom onset, and 72 hours after their fever resolves without fever-reducing medicines. (For example, if symptoms and fever resolve on day 7, the person can return on day 10.) For most, this will be 14 days after the household contact with COVID-19. The child can return with a negative test result.

We ask that all parents and staff let us know of any potential exposure immediately. A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID- 19 for at least 10 minutes. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic. If there is a positive case of COVID-19 in a child or an adult who has been present at Alphabet Express, we will inform the Portage School District nursing staff and our parents.

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 30th.

FIRE DRILLS and Tornado Drills Fire Drills will be practiced monthly as required by law. Tornado Drills will be practiced when needed.

TEACHERS: Dawn Rieckmann—Cell: 608-566-5626 and Leah Fisher