

# Oostburg Christian School

Early Childhood Programs 3K/4K



"And all your children will be taught of the Lord and  
great shall be the peace of your children."

Isaiah 54:13

# OOSTBURG CHRISTIAN SCHOOL 3K-4K PARENT HANDBOOK

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## **WELCOME**

Welcome to Oostburg Christian 3K and 4K Early Childhood Programs. We hope this 3K/4K year will be a rewarding experience for you and your child. This handbook contains detailed information that we hope you will find helpful. Please keep it available as a reference throughout the 3K/4K year, and always please feel free to contact any of the school staff if you have any questions or comments to improve our program.

## **ESTABLISHMENT**

Oostburg Christian School is a 3K-8<sup>th</sup> grade system and has provided a distinctly Christian, quality education to the children of Sheboygan County, Wisconsin since 1947. Class sizes make it possible for teachers not only to focus on the academic aspect of each child, but also on their spiritual, emotional, social, and physical growth. Teaching a Biblical worldview in every subject area leads each student to realize this world belongs to God.



## **MISSION OF OOSTBURG CHRISTIAN SCHOOL 3K and 4K EARLY CHILDHOOD PROGRAM**

The mission of Oostburg Christian School is to partner with the home and the church in providing a distinctly Christian education in which students learn about God, His Word, and His world in order to develop a heart that is prepared for a lifetime of service to Jesus Christ.

## **VALUES OF OOSTBURG CHRISTIAN SCHOOL 3K and 4K EARLY CHILDHOOD PROGRAM**

Oostburg Christian School maintains:

- The supreme standard for all of life are the Scriptures, herein confessed to be the infallible Word of God
- The Scriptures are best interpreted by the historical Reformed confessions
- Christ has redeemed all of life, including our teaching and learning
- Therefore the Word of God must be the all-pervading force in the entire school curriculum, and not simply the textbook for a separate subject in the curriculum.

## **COOPERATIVE PROGRAM**

At times parents are requested to help with programs or special events in the classroom. We welcome parents to come & help when needed. Younger siblings should not come along, however.

## **ENROLLMENT**

Enrollment for 3K and 4K will be on a first come, first served basis, with preference for 4K students to be given to those who have been enrolled in 3K. Enrollment is capped at the first 14 students signed up and there will be a waiting list created. A second session of classes will be determined by the length of the waiting list.

## **3K CLASS SCHEDULE**

The 3K class meets 8:30 to 11:00 a.m. There are a maximum of 14 children in this class with one teacher. A classroom aide will be added when enrollment reaches 12. All children must be three years old by September 1<sup>st</sup> to enter 3K. If we have enough students for a second session, that will be added, otherwise our 3K is held on Tues/Thurs.



## **4K CLASS SCHEDULE**

The 4K class meets Monday and Wednesday from 8:30 a.m. to 12:00 p.m., and Tuesday and Thursday from 8:30 a.m. to 12:00 p.m. with an optional Friday for both sessions. All children must be four years old by September 1<sup>st</sup> to enter 4K.

## **ARRIVAL AND DISMISSAL**

The 3K session runs from 8:30-11:00 a.m. It is important that they do not arrive earlier than five minutes before the session begins in order to give the teacher adequate preparation time. Please park and walk your child into the classroom using the south doors under the canopy. Pick up time is 11:00 a.m.

The 4K session runs from 8:30-12:00 noon. For 4K students who arrive earlier than starting time, they should play outside and line up with the other students when the bell rings. 4K students will be supervised during this process during the first few days of school until they are comfortable with the schedule.

Please be prompt, or call the school office if you must be delayed in picking up your child. For the safety of your child, students will only be dismissed to you or a person on your designated pick-up list. Your child will be encouraged to be as self-reliant as possible in taking care of their coat, boots, backpack, etc.

## **HOLIDAYS**

Please refer to the OCS calendar for when 3K/4K will be closed. We will have holiday parties in the classes as close to the holiday as possible. Parents may be asked to assist with parties.

### **Halloween**

OCS 3K/4K does not celebrate Halloween. We instead choose to celebrate the fall and harvest season. We know many families do celebrate Halloween but we also have many families who do not choose to do so.

### **Thanksgiving**

Thanksgiving is a celebrated holiday at OCS. Teachers lead children in a time of learning to be thankful for God's many blessings.

### **Christmas**

A Birthday Party for Jesus and/or special class party are held during the Christmas season.

### **Valentine's Day**

Please refer to the 3K/4K class calendar for the date of your child's Valentine's Day party and send enough signed cards for everyone in your child's class.

## **Easter**

At Easter your child will learn about the death and resurrection of our Savior, Jesus. The classes will also have an Easter Celebration sometime during the season.

## **Birthdays**

Your child's birthday is a very special day. If your child's birthday falls on or near a 3K/4K class day, you may bring in a birthday treat to share with your child's class. Please coordinate your birthday treat with your child's teacher.

## **VISITORS IN THE CLASSROOM**

Parents of children who are presently enrolled in the 3K/4K are welcome to visit if arrangements are made with the teacher/office. Parents who wish to observe the 3K/4K prior to enrolling their children are required to visit at a designated visit day or to set up a visit day with the OCS office staff. Classroom doors are kept closed after all children have arrived; the doors to OCS are locked after all children have arrived. All visitors are required to check in at the OCS office.

## **CURRICULUM GUIDELINES**

The 3K/4K Early Childhood staff has developed Curriculum Guidelines that are academically and developmentally appropriate for the different ages of children participating in the various classes. Each teacher develop daily activities with the goal of teaching all of the concepts and skills on the Curriculum Guidelines by the end of the 3K/4K Early Childhood years.

Since there is a big difference between the way preschool-age children and elementary-age children learn, the 3K/4K teacher utilizes more creative, fun, hands-on ways to present readiness skills and concepts to their classes. Presenting new information and reviewing already-presented information is best learned and remembered when it is presented with stories, songs, puppets, games, and art activities. Curriculum Guidelines for your child's class are available for you upon request.

## **GENERAL CURRICULUM**

### **Bible**

Bible truths and Christian values are taught through Bible stories, drama, and music. We are committed to pray for your child and with your child at opportune times throughout the day. We use the Christian School International (CSI) Bible Curriculum as the basis for our Bible Education. Oostburg Christian School believes the Bible is the infallible word of God and should be woven into all that we teach, say, and do with your children.



## **Physical Education**

Large muscle activities, which include outdoor playground, nature exploration, and indoor gymnasium or music and motor activities in the classroom will be a part of your child's 3K/4K experience. 3K/4K uses SPARK P.E. curriculum to strengthen their large muscles through music and play.

The 4K class may go outside during the winter months when the temperatures are in the 20's and wind-chill is not a factor. 4K parents are asked to have their children bring hats, mittens, snow pants, and boots to school every day during the winter months.

All parents are asked to bring appropriate outdoor apparel for non-winter months. All children need a pair of gym shoes which will stay at school for the duration of the school year.



## **Art Expression**

Your child will have the opportunity to do age-appropriate, creative, art activities that stress creativity while learning to use a variety of materials and techniques each day. These activities will stimulate your child's imagination, creativity, and language development. They may also be a way for your child to express their ideas and feelings.

The teachers will also offer a variety of structured art activities that will help your child to build readiness skills for 4K and Kindergarten including experimenting with different textures and colors. It is important that you value your child's efforts and have a place in your home for displaying their work.

## **Music**

Your child will enjoy music through listening, singing, rhythm instruments, marching, dancing, and other musical movement activities throughout the day.



## **Math and Science**

Your child will have the opportunity to learn science; math; and identification skills such as colors, shapes, and size-space discrimination. Students will also learn number recognition through stories, songs, and hands-on activities throughout the year. They will learn more about the world God made.

## **Language Development**

Your child will be learning to clearly express his/her ideas verbally to the adults and other children in his/her class. New vocabulary words and correct speech patterns will be modeled by staff members. Students will have public speaking opportunities during Show and Tell and Group Times each week.

Students will learn letter recognition through stories, songs, and activities throughout their Early Childhood experience at OCS.

### **Social and Emotional Skills**

The Early Childhood years are the time when your child will develop the social skills that will be with him/her for the rest of his/her life. We seek to provide a friendly, nurturing atmosphere where your child will learn to have friends and learn to be a friend. He/she will learn to play and work cooperatively and develop techniques for solving problems. This starts with expressing ideas and feelings with peers, compromising, and progressing into a friend relationship.



### **Books and Print in the Environment**

The teachers will read books to the children each day and the children will have books available in the classroom to enjoy independently. The children will create a variety of books throughout the year to reinforce their curriculum. Your child will be exposed to an abundance of “Printed Words” in the classroom environment each day through signs, posters, teacher presentations, and child-dictated narratives. The exposure will help your child to understand that the purpose of letters is to construct words that will communicate meaning, a life-long skill for learning.

## **GUIDANCE AND DISCIPLINE POLICY**

Early Childhood staff members use a positive approach to discipline and incorporate the following preventive measures into their program that will help your child develop self-control, learn to assume responsibility for their actions, and create a safe and happy environment for all children.

- Classroom rules are simple and enforced
- Classroom equipment is arranged in a way that makes it easy for children to enjoy
- Children follow a daily routine with clear procedures
- Potential problems are avoided by turning the child's attention away from the conflict
- Good behavior is noticed and praised
- Staff members show disapproval for the actions, but never the child

## **Conflict Resolution Policy**

Following the Matthew 18 principle, conflicts of every kind should be first discussed between the teacher and the parent. If the conflict cannot be resolved, Mr. Paul Modahl, our principal, will be asked to help resolve the conflict. Please do not hesitate at any point to contact your child's teacher with any questions or concerns.

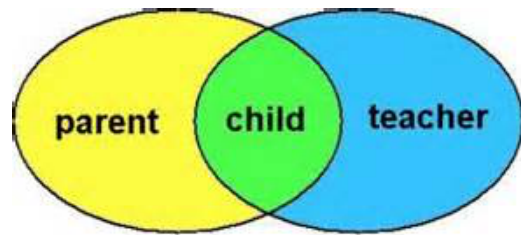
## **TOILET POLICY**

Your child is expected to be bathroom independent before entering school. All children will be permitted to use the toilet whenever necessary during the day. You will be requested to send a change of clothes in case of a bathroom accident during the school day.

## **COMMUNICATIONS**

### **OCS Charger**

Each week on Monday, the office staff sends out the OCS Charger. This is an informative e-mailed newsletter with important notes for the OCS families. This is a great way to stay connected to the larger OCS family.



### **Classroom Newsletter**

Each week or once a month you will receive a communication from your child's class about what is going on in the classroom, classroom happenings, and important reminders. This is a great way to stay up to date what is going on day to day in your child's class.

### **Parent Teacher Conferences and Student Folders**

Twice a year you will have the opportunity to meet with your child's teacher to pray and talk about how your child is developing socially, emotionally, and academically.



Student folders are sent home each class day. We use this as a way to send home information and receive information. Families are always encouraged to contact the teacher personally for any issues about which you need to visit. You do not have to wait until the next scheduled conference.

### **Special Events**

There are several special events throughout the 3K/4K year. Please pay attention to the emails received from the OCS office, information listed in the OCS Charger, and notes sent home from your child's teacher.

### **FUNDRAISING**

3K and 4K families are not required to participate in fund raising activities at OCS. Families are always invited to the Heart for Education Auction, Soup Suppers, and encouraged to participate whenever they wish. It is usually a great time to get better acquainted with other parents in our school community.

### **HEALTH AND SAFETY POLICY**

Please do not send your child to school if he/she has had a fever, diarrhea, or vomiting within 24 hours of the school day. Your child needs to be free of these symptoms for 24 hours before returning to school. You will be informed of any accidents that occur during the 3K/4K school day that involve your child.

## **SEVERE WEATHER POLICY**

OCS Early Childhood program will follow the same school closings as OCS and Oostburg Public School for inclement weather.

Your child will practice Safety Drills during the school year so he/she becomes familiar and aware of what happens if a disaster were to occur.

## **CHILDREN'S CLOTHING AND BACKPACK**

Please dress your child in clothes that won't be spoiled by active play. Your child will usually play outdoors or in our gymnasium for a short time every day. Please label all items of clothing brought to school with your child's first and last name and class. Your child will need a backpack to carry home their take-home folder and other class work. Please keep extra clothes labeled in their backpack in case we need to change.

## **TUITION**

Tuition will be determined each year and can be paid in the school office on a monthly basis. There may be an early enrollment fee, which will be communicated with parents each year.

## **FIELD TRIPS**

All parents are welcomed to attend field trips at any time during the year. However, parents are not required to go along. The purpose for requesting additional parent assistance on days when we go on field trips is to assist the staff members in supervising the

students, support the children in their learning experience, and transport the children to and from the site. It is difficult to do this when a parent has a student's younger or older sibling with them on the field trip who also may require their attention so parents are asked not to bring siblings on field trips. Consider field trips as a special time between you and your 3K/4K student. If there is a cost for a field trip please make checks payable to Oostburg Christian School. All parents will be informed about field trips well in advance so adequate time can be provided to make arrangements for other siblings and work schedules.

### **CLASS MAINTENANCE**

Our classrooms are cleaned on a daily basis by our janitorial staff. The toys in our classroom are wiped down once a month and are deep cleaned twice a year. All class maintenance issues are addressed by our principal Paul Modahl and our school board.








# 3K Curriculum Guidelines

## Mrs. Carly Alsum, Teacher





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**At the end of our 3K year, every child should have the following learning outcomes:**

### **READING AND LANGUAGE READINESS**




-  the ability to identify the difference between upper and lower case letters.
-  be on their way to identifying all 26 letters in the alphabet.
-  be read at least one book every day in class.

### **MATH READINESS**




-  be able to identify basic shapes and colors.
-  be able to count to 20 and be on their way to counting to 50.
-  have an understanding of basic AB patterning.
-  have the ability to identify, sort, and understand number amounts.



### **BIBLICAL KNOWLEDGE AND UNDERSTANDING**

-  have become acquainted with God and his people through Bible stories.
-  have had the opportunity to learn 26 Bible verses.
-  have an understanding that Jesus loves them and wants them to love others as Jesus loves them

### **SOCIAL AND EMOTIONAL SKILLS**

-  have an understanding of how to sit in a group setting for 15 minutes.
-  have an understanding of basic direction-following (for example: please line up, put toys away.)
-  know how to have age-appropriate interactions with peers.

At OCS these are the desired learning outcomes we set for our year. We understand that God made every child differently and he/she develops at their own age-appropriate pace. We plan each day with this understanding in mind. Near the end of the school year we will do a simple and basic evaluation of your child. After this evaluation, we will meet and talk about your child and their progress in 3K.

### **3K Daily Schedule**

8:30 – 9:00	Large Motor Activity
9:00 - 9:15	Calendar/Daily News
9:15 - 9:40	Art and Fine Motor Skills
9:40 – 10:00	Snack
10:00 -10:30	Free Play
10:30 - 10:45	Bible and Prayer Requests
10:45 – 11:00	Music and Movement
11:00	Closing prayer and dismissal



#### **FOR YOUR INFORMATION:**

Each day your child will engage in large motor activities, music and movement activities, class job assignments, free play, circle time, and much more.

Our classroom is designed through the Creative Curriculum process so fluid movement, interaction and learning will be participatory processes.

Each month you will receive a monthly newsletter to keep you informed of what working on and the activities about which you will want to ask your child.

Each day we pray with your child, listening to his/her prayer requests, engaging children in expressing their love for God and seeking Him for all their needs.

Please feel free to ask me or contact me with any questions @  
[calsum@oostburgchristian.com](mailto:calsum@oostburgchristian.com)









# 4K Curriculum Guidelines

## Ms. Kathryn Albrecht, Teacher






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**At the end of their 4K year, every child should have the following learning outcomes:**

### **READING AND LANGUAGE READINESS**





-  will identify and engage in rhyming and alliteration activities
-  will identify 20 sight words
-  will be able to write their first name
-  will identify and know the sounds of all 26 letters, using movement and music
-  will be able to write all 26 uppercase letters
-  will distinguish the difference between an author and illustrator

### **MATH READINESS**




-  will have a basic understanding of AB, ABC, and ABB patterning
-  will be able to count to 20 and further
-  will be able identify numerals 1-20
-  will be able to identify basic colors and shapes
-  will be able to identify the concept of zero, equal, and more versus less






### **BIBLICAL KNOWLEDGE AND UNDERSTANDING**

-  have become acquainted with God and his people through Bible stories.
-  have had the opportunity to learn ten memory verses
-  have an understanding that Jesus loves them and wants them to love others as Jesus loves them
-  have had the opportunity to pray with their peers

### **SOCIAL AND EMOTIONAL SKILLS**

-  have an understanding of how to sit in a group setting for 20 minutes.
-  have an understanding of basic direction-following (for example: please line up, put toys away.)
-  know how to have age-appropriate interactions with peers.

## **PHYSICAL EDUCATION AND GROSS MOTOR SKILLS**

-  will know personal space and boundaries
-  will develop emerging throwing, kicking, bouncing and catching ball skills
-  will learn to listen for verbal cues during physical activities

### **4K Daily Schedule**

8:30	Arrival	10:00-10:15	Recess
8:30-9:00	Gym	10:15-10:30	Snack
9:00-9:30	Open in Prayer, Letter/ Theme of the week	10:30-11:00	Free Play
9:30-10:00	Handwriting Without Tears (Monday/Tuesday)	11:00-11:30	Bible
	Craft (Wednesday/ Thursday)	11:30-11:45	Math and Calendar
		11:45-12:00	Music

### **FOR YOUR INFORMATION**

The students will explore God's world around them through weekly themes. In addition to these weekly themes, these programs are used:

Language Arts	Students will learn their letter sounds using chants and actions from the Read Well Alphabet.
Handwriting Without Tears	Students will learn how to identify and write upper letters.
Bible	The preschool Christian Schools International (CSI) curriculum goes through the whole Bible. To help illustrate the stories that are told, The Beginners Bible is used to supplement.
Physical Education	Our PE class time is based on the SPARK Curriculum series. It has many age-appropriate activities for our four-year-olds.



Each day your child will engage in large motor activities, music and movement activities, class job assignments, free play, circle time, and much more.

Each month you will receive a monthly newsletter to keep you informed of what is being worked on in the classroom about which you will want to ask your child.

Please feel free to ask me or contact me with any questions at [kalbrecht@oostburgchristian.com](mailto:kalbrecht@oostburgchristian.com).

At Oostburg Christian School we have desired learning outcomes we set for our year. We understand that God made every child differently and he/she develops at their own age-appropriate pace. We plan each day with this understanding in mind. Children will get the help they need in the classroom with accommodations and if they need it, we have sources that will help them outside the classroom as well.



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