



Our Lady of the Lake
Catholic School
Educating to Lead, Learn and Serve in Christ

215 Lake Shore Drive, East – Ashland, WI 54806

Phone 715-682-7622/685-1737

ourladycs.org

Preschool Family Information

2024-2025

Fully Accredited Catholic School...

Open to All Faiths...

Affordable Tuition...

Emphasis on Christian Values...

MAKE THIS SCHOOL YOUR CHOICE!

Our Lady of the Lake Preschool is a member of
Our Lady of the Lake Catholic Community



Our Lady of the Lake Catholic School Mission Statement

Our Lady of the Lake Catholic School, an educational ministry of Our Lady of the Lake Catholic Church, provides a high-quality academic education in a faith-based atmosphere. In keeping with the Catholic Franciscan heritage of the parish, students learn to appreciate and respect all of God's creation in a safe, secure, and loving environment in which they can achieve to their fullest potential: academically, spiritually, mentally, and physically. Student creativity in academics and arts are emphasized.

Families of all faiths who share this philosophy and mission are welcome. The combination of a loving, nurturing environment and a challenging academic curriculum help students develop into confident, caring, responsible, faith-filled citizens.

Welcome from our Principal.... On behalf of our wonderful staff, I'd like to thank you for choosing Our Lady of the Lake Preschool for your child's education. We have a wonderful, caring and dedicated staff of teachers and aides who provide a caring and safe classroom environment for your child. I'd also like to welcome your family into our school family where the love of Christ is reflected in each one of us.

Mrs. Betty Swiston, Principal.

A note from the Teacher... Thank you for choosing our Preschool program as an opportunity for your young child to grow and learn. Our program allows the children to have fun while learning those basic skills needed for success in the early educational years. The children have many opportunities to grow and learn both academically and socially; both integral components of being ready for Kindergarten and beyond. The preschool setting at our school provides them with the opportunity to not only learn academic and social skills, but also to learn how to be a student. We work on skills such as standing in line, sitting with a large group, following teacher directions, using school bathrooms, eating lunch with other students, and more. I look forward to getting to know you and your family throughout the school year and I appreciate the opportunity to work with your child (ren) during this wonderful time in your lives!

Paula J. Witzig, Preschool Teacher

Admission Information

1. To enroll, children must be 4 years of age. All children must be toilet trained. We accept enrollment at any point during the year. You may sign up for as little as two half days or up to five full days and any combination in between. (*full time students will be given preference)
2. Forms must be completed on or before the child's first day of attendance. (Exception: Immunization form and yellow Medical Examination form-must be turned in within the first 30 days of attendance.)
3. Children may attend full days or half days as arranged with the preschool teacher. We have a very flexible program that accommodates each child/family's schedule needs. Schedules can be changed throughout the year with advance notice if we have an opening available.
4. Those students enrolled in the Wisconsin Parental Choice Program (WPCP) or the Special Needs Scholarships Program (SNSP) for 4K (4-year-old before Sept. 1st) are required to follow all the policies and practices of the Parent/Student handbook. To qualify for the WPCP for the 2024-25 school year, you must enroll online, between February 1 and April 15, 2024 at: <https://apps4.dpi.wi.gov/ChoiceParent/>
The WPCP is five days free (8:00am to 3:00pm).
To qualify for the SNSP, the students must have a current IEP in Speech & Language.
5. Upon entering preschool, all children will go through a probationary period.

Preschool Daily Schedule (schedule may vary)

8:00-8:30	Journal drawing and pre-writing skills
8:30-10:00	Centers with Theme Related Activities: Books/Puzzles/Listening, Dramatic Play, Fine Motor, Blocks, Art/Creative Expression, Writing, Sensory, Math/Science, Snack time
10:00-10:15	Large Group/Calendar Time
10:15-11:00	Specials include: Physical Education/Library/Music
11:00-12:25	Lunch and Recess (noon Pick up time for morning only children)
12:30-12:45	Bathroom Break
12:45-1:00	Story Time
1:00-2:00	Rest Time with Music
2:00-2:30	Bathroom Break/Snack
2:30-3:05	Puzzles, Fine Motor Activities, Learning Videos
3:15	Preschool Ends, Bus Children Leave

Curriculum Overview

The preschool curriculum is designed by the Diocese of Superior, and correlates to WI State and Federal standards. We are a fully accredited preschool through WRISA (Wisconsin Religious and Independent Schools Association.)

Throughout the year we will focus on learning to recognize the alphabet, numbers, shapes, colors, patterns, positional words; proper handling and use of a pencil, scissors, paint/paint brushes, crayons, markers, play dough, etc. Each child develops, grows, and learns in a different way. Through using a variety of teaching methods and materials, we ensure that each child learns to the best of their abilities.

It is our goal to help each child prepare and be ready for Kindergarten when the time is right for them.

Preschool Rates

There is a \$25.00 registration/deposit fee.

*The fee holds your child's placement.

The fee is Non-Refundable. WPCP or SNSP Families do not require any deposit/fees.

Full Day Rate is \$38.00

Begins at 7:40 a.m. and ends at 3:15 p.m.

Half Day Rate is \$31.00

Begins at 7:40 a.m. and ends at 12:00 p.m.

If a child needs to stay past 12:00, They will be charged for a full day.

Wisconsin Parental Choice Program (WPCP) is five full days Free.

Special Needs Scholarship Program (SNSP) is five full days Free.

Payments

1. Pre-payment for the week of attendance required. Billing is sent bi-monthly. You will be charged for the days you have scheduled, even if your child is sick or you take a vacation.
2. Please pay your bill promptly. Your child will not be allowed to attend the preschool program until the overdue bill is paid in full.
3. If school is cancelled (due to snow, etc.) you will not have to pay for that day.
4. No fees are charged for days that Our Lady of the Lake Preschool is not in session (holidays, in-service days, etc.)
5. If your child is sick, you must call in the morning at (715)685-1737, directly into the preschool room.

Food Service Payments

Prepayment for school lunches needs to be made to the school office. If you desire your child to have hot lunch, you will need to send money to the school office to set up a lunch account for your child. If your account runs low the office will notify you.

- Hot Lunch is \$3.85 per day. You may apply for free or reduced meals(.40).*
- Breakfast is \$2.50 per day. You may apply for free or reduced meals(.30).*

*Meal rates subject to change

General Information

Drop-ins (attending on unscheduled days) are possible if there is space available. You must call before bringing your child on unscheduled days to check if we have adequate staffing to accommodate your child.

Transportation is provided by public school bussing if your child is 4 by September 1st. All arrangements must be made with Lake Shore Buses at (715)-682-3669.

All other parents must drop off and pick up children on their scheduled days. **Parents MUST sign their child in and out** at these times in the preschool Sign In/Out Binder.

Half Days end at noon. Please make arrangements to pick up your child if you are scheduling ½ days. Any additional time past noon will be charged.

If your child is sick, please do not bring them to school. If your child shows physical signs of sickness (excessive runny nose, bad coughing) or if they have a fever (100 degrees or higher), they should stay home. If they have a contagious illness, such as chicken pox, pink eye, strep throat, etc., children must stay home until a doctor says they are no longer contagious. **Children with vomiting and/or diarrhea must stay home at least 24 hours after symptoms are gone.** OLL Preschool reserves the right to request a doctor's note for a child to return to school if we feel it is needed. Parents will be called by the school if your child has a fever or has vomited and/or diarrhea to be picked up as soon as possible so as not to spread to other students.

It is mandatory that all students have **snow pants, boots, hats, and mittens**, all labeled, when the weather turns cold. Those who come to school without, will not be able to participate in recess and other outside activities. On days when the snow is wet, 2 pairs of mittens/gloves is a good idea. We also recommend **rubber boots** in the Spring when it's wet and muddy.

Fundraising

Preschool Families are welcome to join in buying SCRIP. Families can contact the school office to find out more information about this fundraiser.

Student Discharge

Parents MUST notify the preschool with a two-week notice of withdrawal of their child.

***A child may be discharged if...**

- Needs of the child cannot be served by Preschool
- Parents are uncooperative
- Child is unruly and uncooperative
- If payment is delinquent
- Family is moving away from the area

Disciplinary

1. Positive guidance and redirection are used whenever possible.
2. Time outs are used, following the guideline of 1 minute for each year old the child is. These are only used if redirection of the child does not work.
3. Rules are enforced consistently.

Required Documents

Prior to starting Preschool these documents are required.

- a physical examination form
- an immunization record
- a birth certificate
- a baptism record (if Catholic)
- an eye exam (recommended)
- a payment contract (tuition)
- a family contact card

Those students in the Wisconsin Parental Choice Program (WPCP) can attend every day in 4K. Those in the Special Needs Scholarship Program (SNSP)4K can attend every day for full days.

*Enrollment in the WPCP is from February 1 -April 15 of the prior school year. Check out the link for WPCP <https://dpi.wi.gov/sms/choice-programs/student-applications> For more information about the WPCP contact the school office.

*Enrollment for the SNSP is throughout the year as a child qualifies for Speech or Language.

Contact Information

Mrs. Paula Witzig ~ Preschool Teacher

Direct line 715-685-1737 School Main Number: 715-682-7622

Email – pwitzig@ourladycs.org