



**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 Website [ourladycs.org](http://ourladycs.org)

# Preschool Family Information

2024-25

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 Vision and Mission Statements

**Vision Statement:** Our Lady of the Lake School will be the school of choice for parish and community families who desire their children to become innovative, socially responsible, world-wide leaders who are centered in Christ.

**Mission:**

.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 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(s) and I appreciate the opportunity to work with your child (ren) during this wonderful time in your lives!

## **Admission Information**

1. To enroll, children must be 3 years old. All children must be toilet trained. You may sign up for as little as two half days or up to five full days and any combination in between.

Preference will be given to enrollment will be:

- a. WPCP/SNSP Students
- b. Full days all week
- c. 4 full days a week
- d. 3 full days a week
- e. 2 full or partial days a week

\*Those registered before August 1<sup>st</sup> who are less than 5 full days will be added as availability occurs.

2. All 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. We have will try to have a program that accommodates each child/family's schedule needs.
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, you must enroll online 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
2:30-3:00	Puzzles, Fine Motor Activities, Learning Videos
3:00 -3:10	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. Throughout the school year, Progress Reports are sent home to show the strengths and any possible concerns of your child's growth and learning. The Progress Reports are meant to be a tool to see where your child excels and where there are areas for improvement.

## 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 8:00 a.m. and ends at 3:10 p.m.

Half Day Rate is \$31.00

Begins 8:00 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. Billing is sent every 2 weeks. You will be charged for the days you have scheduled, even if your child is sick, quarantined 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 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 need to be made to the school office. If you desire your child to take 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.

Food Cost for 2024-25    Breakfast PreK – 8    \$2.50    Lunch PreK – 6    \$3.75  
Extra Milk    .45 for cold lunches

## 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 for those children that are 4 years old. All arrangements must be set up 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 your child out for pick up at nonscheduled times or if ½ day** the preschool Sign Out Binder.

Half Days end at noon. Please plan to pick up your child promptly at noon 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 as to not spread to other students.

It is mandatory that all students have **snow pants, boots, hats and mittens**, all labeled with name when the weather turns cold. Children will be going outside unless there is rain or the temperature/windchill is below 0 degrees. 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** The cost of our preschool has been kept at a low rate because of the fundraising and parish support that occurs. Please help, if possible, for the fundraisers.

Candy Sale, Cheese Sale, Pizza Sale are the main sales that all can participate in for helping our school.

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 for Preschool**

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) or the Special Needs Scholarship Program (SNSP) can attend every day for full days in 4K.

\*Enrollment in the WPCP is from February 1<sup>st</sup> -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** Preschool Teacher

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