

# St. Jerome School

## 4K Supplement



# HANDBOOK SUPPLEMENT

## 2025-2026

[www.nativitylorg.org/sjs](http://www.nativitylorg.org/sjs)

## **St. Jerome School Mission Statement**

We dedicate ourselves to building a value-centered learning community rich in Roman Catholic traditions of prayer and service. We foster a safe, nurturing environment of mutual respect. We encourage a partnership between the parents/guardians and school to nurture student growth. We value innovation in education with the goal of our students becoming Christian stewards and lifelong learners.

Christ in Self, Christ in Learning, Christ in Each Other

## **Philosophy of St. Jerome 4K**

St. Jerome 4K offers each child the opportunity to experience feeling special, valued, loved and cared for. A warm and nurturing classroom environment fosters the development of each child's confidence, creativity, curiosity and sense of respect for classmates.

### **GOALS**

To provide an opportunity for four-year old children to interact and to participate in academic, social, and emotionally enriching activities.

### **OBJECTIVES**

1. To help promote the development of a positive self image.
2. To develop an understanding and acceptance of others' differences.
3. To provide opportunities for social interaction.
4. To help children learn to follow directions in a structured setting.
5. To help children develop gross and fine motor skills.
6. To encourage kindergarten readiness skills.

### **CLASS DAYS**

The 4 Year Old Kindergarten class meets Monday–Thursday, 8:00-11:15AM. There is the option of the afternoon program running from 11:16-3:15PM Monday–Friday, as well as Friday morning from 8:00-11:15 for a fee. The afternoon program is in addition to the morning program. Families have the choice to have their children stay any or all of the days in the afternoon. The afternoon schedule needs to be determined prior to the start of school and stay consistent throughout the year. Any schedule changes need to be communicated to the staff.

Classes will not be held on days that St. Jerome School is not in session, as the 4K program is part of the school. These days would include conference/convention days as well as “snow” or other emergency days. When severe weather conditions exist in the morning please listen/watch for news of school closings. If there is a late start due to inclement weather there will be no morning 4K, although the students enrolled in the afternoon will still have class. Please check the school calendar for specific dates that classes will not be held.

### **ADMINISTRATION**

Questions or concerns regarding the 4K should be addressed as described below.

St. Jerome's 4K is directed by the designated teacher. Assistant teacher(s)/volunteers work under the direction of the 4K teacher. The school principal directs the St. Jerome's 4K program, as a part of St. Jerome School. The pastor is the ex officio chief administrator of the school. The program is part of the Community Collaboration; therefore, the program is also under the direction of the Columbus School District.

While the 4K program is held in a separate building, the program is under the direction of the school principal.

## **ACADEMIC FEE/FUNDRAISING**

The Columbus School District requires an academic fee for each student registered for 4K. 4K families are asked to participate in all St. Jerome School fundraising efforts, but it is not mandatory.

## **AFTERNOON FEE**

Afternoon fees will be billed at the beginning of each month in the Blue Envelope. Payments need to be returned to the school office by the 15th of every month. If fees are not paid your child will not be allowed to continue in the afternoon 4K program (\$15 per afternoon and \$25.00 for full day).

## **HEALTH**

An immunization record is required for every student. Wisconsin law requires that every student meet the following requirements:

4 DTP/DT 3 Polio 1 MMR Hepatitis B Series  
Varicella (or documentation of virus)

Parents will be asked to complete a health history and emergency information card.

## **ATTENDANCE AND HEALTH**

Please call the school office at 623-5780 before 8:10 AM, if your child will not be attending school due to illness or other reasons.

Students should not return to school until they are 24-hour symptom free from illnesses.

## **CONTAGIOUS ILLNESS**

When a child is suspected of having a communicable disease (i.e. Chicken pox, impetigo, strep, head lice, scabies), the parents shall notify the school of the illness and for how long your child will be absent. Parents are asked to refrain from sending children to school when they are sick or show early signs of respiratory infections or contagious illness. A child may return to school after having strep infection when he/she has been on medication for at least 24 hours.

## **SNACK**

Families are responsible for providing snacks for their child each day. Families have the option of purchasing the Morning Milk Program through school; students have the choice of 1% milk, skim milk, chocolate milk, orange juice, or apple juice for \$.50 each day. Families can also purchase a breakfast from the school for \$2.00 each day.

Unacceptable snacks are candy or candy like items. Treats such as cupcakes, brownies and ice cream are acceptable for birthdays or holidays. Milk and fruit juices (only "real" fruit juice is allowed by state codes) are acceptable beverages.

## **PARENT INVOLVEMENT**

At St. Jerome's, we believe that both children and parents benefit greatly from parental participation in the 4K program. This is an excellent opportunity for students, parents and teachers to know each other better and to develop community spirit. Your involvement in our 4K, although not required, is highly encouraged and welcomed. It is our hope that you will have some time to participate in some way during the school year. Opportunities to participate include:

- Helping in the classroom on a regular monthly basis with such tasks as set-up and clean-up of free choice activities, set-up and clean-up of snack, and assisting children with art

and other center projects.

- Helping the teacher as a Room Parent to organize special parties and events throughout the school year like Halloween, Christmas and Valentine's Day.
- Sharing your special talents and hobbies with the children.
- Helping to supervise on field trips.

Please let the teacher know if you are interested.

The Diocese of Madison requires all volunteers to submit to a criminal background check and to take an online sexual abuse prevention class entitled VIRTUS: Protecting God's Children. This is mandatory for anyone who wants to volunteer in any capacity such as field trips, classroom helpers, etc. There are no exceptions to this policy.

### **ARRIVAL AND DEPARTURE**

Please arrange to have your child arrive at school on time. Students may go into the classroom if they arrive between 7:45-8:00AM. If students come earlier than 7:45AM, parents are required to stay with the children until there is a teacher in the classroom. Latecomers delay the start of the school day. Students are expected to honor class arrival and departure times as the older students do. Children must be picked up promptly at dismissal. Morning students that leave at 11:15am should be picked up in the front of the school.