



Sun Prairie Area School District

Futures depend on us...every child, every day.

February 2018

Greetings Parents/Guardians of Students who will be entering Kindergarten!

We look forward to welcoming you and your child to Summer School. We are excited to share information on the upcoming Summer School 2018 programs. This is a great time for your children to learn more about how to succeed in elementary school classes.

I am attaching information on the various parts of Summer School that many parents/guardians who are new to the elementary schools are eager to learn about. I have included information on the following areas:

- Registration (online) - pages 3-6
- School Sites, Principals - page 6
- Transportation (for students who qualify) - pages 7-8
- Nutrition - Brunch, Snacks - pages 9-10
- Health Issues - page 11
- First Days of Summer School (Enjoy this [video!](#)) - pages 12-13

We offer one class, *Kickoff to Kindergarten (K2K)*, for students who will be entering Kindergarten in the fall. You can register your incoming Kindergarten child for the entire six weeks, or for one 3 week session. The six week class is held from June 18 to July 26, 2018. The first three week class is held from June 18 to July 3. The second three week class is held from July 9 to July 26, 2018. The class will be held from 8:00 - 11:55 am, Monday through Thursday every week we have summer school except July 4th and 5th. **There are NO classes on July 4th or 5th at any of our schools.**

If your child receives special education services, please work with their Early Childhood Special Education teacher to determine if the class would be appropriate. Special Education services during summer school are not provided at the same level as during the regular school year. Please discuss any questions with your child's Early Childhood Special Education teacher or contact Becky Penticoff at 608.834.6577 rcpenti@sunprairieschools.org.

I hope the information is clear, easy to understand, and helpful. I am sending the complete packet at this time and then over the upcoming weeks, I'll send components as reminders. Please watch for the information in your email.

We will work to be highly visible to your children and you on the first days of Summer School. Staff members will wear bright **PINK** bandanas and there will be **PINK** signs for the class.

Please check our [Summer School site](#) on the district website frequently for information and updates:
http://www.sunprairie.k12.wi.us/district/summer_school_2018.cfm

If you have questions, please contact our Elementary Summer School Coordinator, Kristy Thao at 608.834.6566, or kythao@sunprairieschools.org. Parents/guardians of students who receive special education support, please contact your child's special education teacher if you have questions related specifically to your child's needs.

Thank you! Enjoy your spring!

Shelley Joan Weiss
Director of Summer School Programs
sjweiss@sunprairieschools.org

Kristy Thao
Coordinator of Elementary Summer School Programs
kythao@sunprairieschools.org



Sun Prairie Area School District Summer School programs for our YOUNGEST LEARNERS!

The Sun Prairie Area School District is pleased to offer incoming Kindergarten (current 4K) students with a Summer School program that is designed to give them a strong start in our schools.

We offer the Kickoff to Kindergarten (K2K) class for our incoming Kindergarten students (current 4K):

- The six week class/session is offered for \$20 OR
- Each three week class/session is offered for \$10

If your child receives special education services, please work with their Early Childhood Special Education teacher to determine if these classes would be appropriate. Special Education services during summer school are not provided at the same level as during the regular school year. Please discuss any questions with your child's Early Childhood Special Education teacher or call Becky Penticoff at 608.834.6577.

Please review the information included on the following pages on registering Incoming Kindergarten children (current 4K children) for Summer School.

http://www.sunprairie.k12.wi.us/district/summer_school_2018.cfm

Questions:

Registration - [Kristy Thao](mailto:kythao@sunprairieschools.org), 608.834.6566, kythao@sunprairieschools.org

District Enrollment - [Debbie Schenck](mailto:djschen@sunprairieschools.org), 608.834.6518, djschen@sunprairieschools.org

Infinite Campus - [Pamela Garcia](mailto:pccgarci@sunprairieschools.org), 608.834.6571, pccgarci@sunprairieschools.org

Where to find the information in this packet:

Page 3-6	Registration
Page 6	School Sites - Principals
Page 7-8	Transportation - Eligibility
Page 9-10	Nutrition - Brunch
Page 11	Health Issues
Page 12-13	The First Days of Summer School
Page 13	Questions

Registration

How does a parent/guardian register their incoming Kindergarten child (current 4K) for Summer School?



How to Register Online

We have a new registration system this year. You do not need the login information that you used last year. All accounts are tied to the **Primary Household Email Address**. Please verify your **Primary Household Email Address** in Infinite Campus through your [Parent Portal](#).

When you open the [Parent Portal](#) site, go to the bottom of the box under “District Announcements” and open the [“click here” for help area](#). That will take you to the online form for Infinite Campus help.

All students who are enrolled in the Sun Prairie Area School District have an Infinite Campus account. Parents/Guardians should establish a parent portal to their children’s Infinite Campus account if they have not done so already.

Parents/Guardians who:

- have not enrolled their children in the Sun Prairie Area School District, OR
- need to create an account
 - parochial school students
 - private school students
 - incoming kindergarten students who did not attend 4K through the Sun Prairie Area School District, OR
- do not have a parent portal established, OR
- need information on an Infinite Campus account

should complete the Parent Portal request form [HERE](#).

We strongly encourage parents/guardians to ensure they have a parent portal established with their child’s Infinite Campus account. Parents/Guardians should complete this requirement as soon as possible to avoid delays in registering for Summer School.

If you have questions on establishing a parent portal, please contact [Pamela Garcia](#) at 608.834.6571 pccgarci@sunprairieschools.org

NOTE: Your username and password for the parent portal for Infinite Campus are NOT the same as the username and password for the Summer School Online Registration System. Both systems use the same Primary Home Email address.

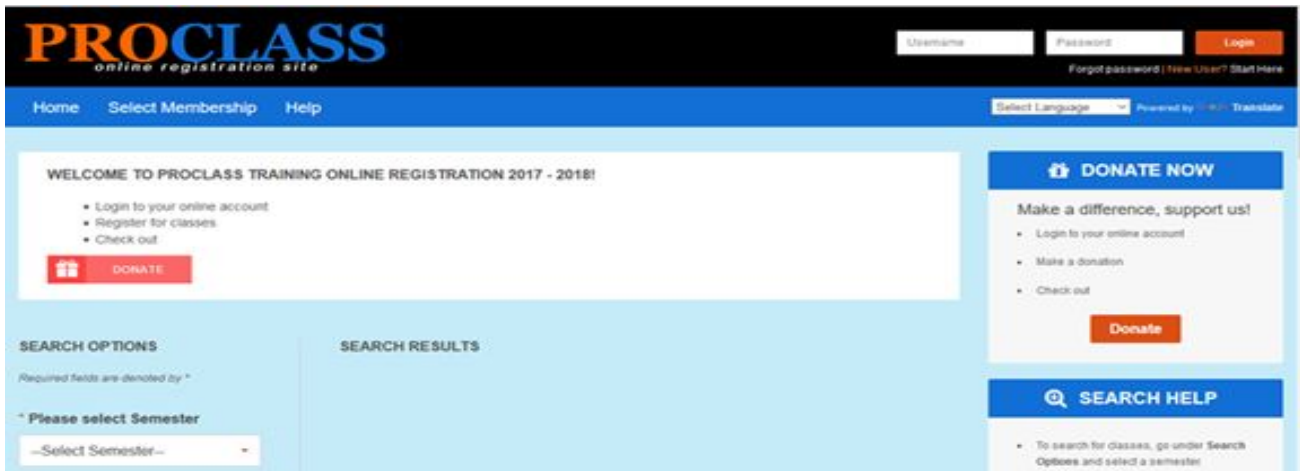
To log-in to the registration system, please follow these steps:

- go to our registration [website](#)
- click **“forgot password”** at the top of the screen
- the system will send a link to your **Primary Household Email Address** (the email linked to the Infinite Campus account))
- open the email and follow the link
- your **username** will appear on the screen and you will be prompted to change your **password**
 - **Write down your username** for future use on the Summer School Registration System
- the **password** you create will give you access to the registration system

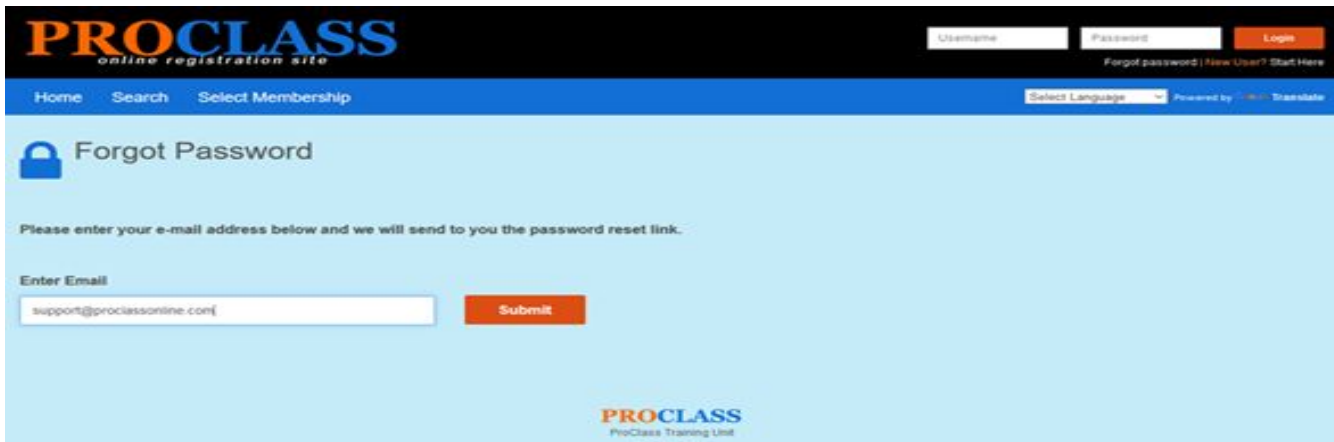
After you register, please review your “**CART**” carefully before you check out.

Online Account Reset Password

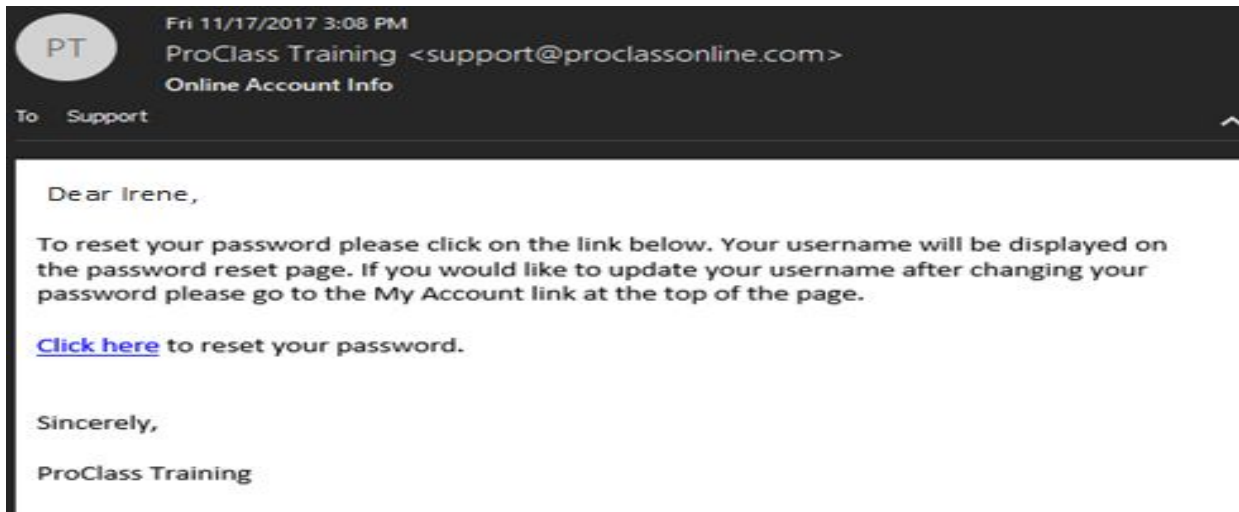
- Click the Forgot Password link on the header.



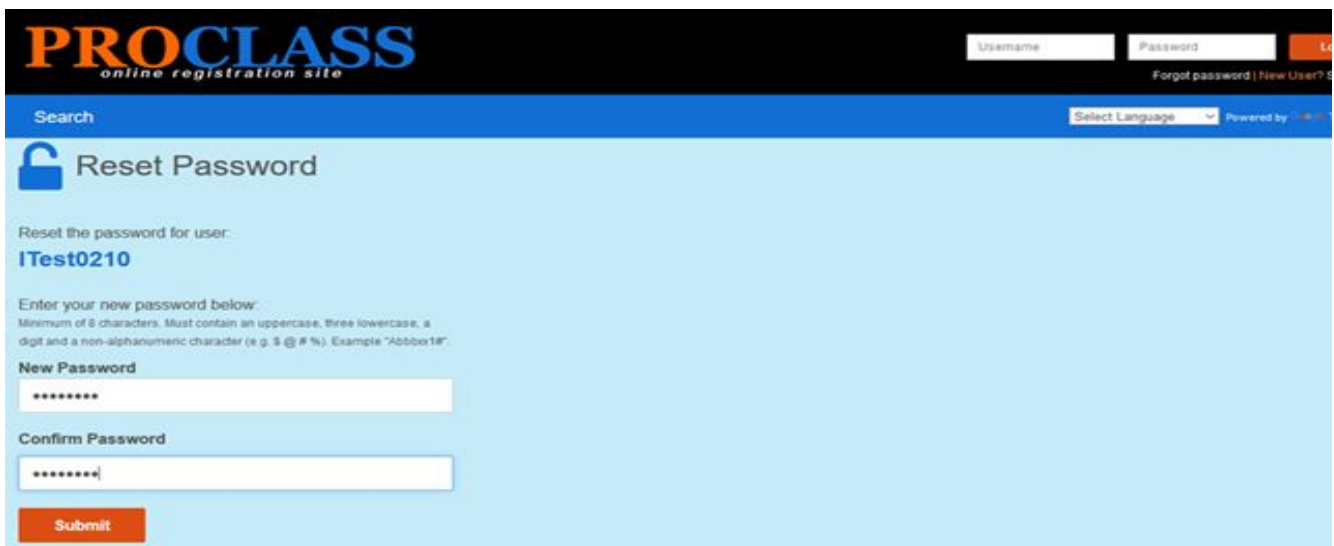
- In the Forgot Password page, enter the email address you have in Infinite Campus and Summit. The system will automatically send you the Reset Password Email. *Note: If email has not been received after 10 minutes, please check your Spam or Junk folder.*



- Read the message and click the link to reset your password. After Submitting, you can now log-in to your account.



- After clicking the link, the Reset Password page will open.



- After you register, please review your “**CART**” carefully before you check out.

QUESTIONS on Summer School Registration?

- [Kristy Thao](mailto:kythao@sunprairieschools.org), Coordinator of Elementary Programs 608.834.6566, kythao@sunprairieschools.org

All registration is online at the following link: <https://reg133.imperisoft.com/sunprairie/search/registration.aspx>

The Summer School registration link will become active for all parents/guardians to register students starting on Thursday, March 22, 2018

- We will send all parents/guardians a reminder of the opening date.

Do I register my Incoming Kindergarten Child (current 4K) for 3 weeks or six weeks?

Parents/Guardians may register incoming Kindergarten children (current 4K) for the six week class/session or one of the 3 week classes/sessions. There is a \$20 fee for six weeks and \$10 fee for the three week session. There are NO classes on July 4th and 5th.

Will my child get into a class?

- ALL students whose parents/guardians register them for Summer School by May 4, 2018, will be included in the Kickoff to Kindergarten (K2K) class for which they are registered.
- **Registration for classes and transportation closes on May 4, 2018.**

How will I know if my child gets into a class?

- Parents/guardians will get an online confirmation email after they register their children. Parents/guardians should print and keep a copy of this confirmation email in case there are any questions.
- Parents/guardians should print their child's schedule once they have finished the registration process.

School Sites - Principals

What school will my child attend during Summer School?

- Students are assigned to a Summer School site based on the attendance area of the home school where they reside during the 2017-18 school year. (More information on "home-school" attendance area is included in the Transportation - Eligibility section.) Summer School is held at the following four elementary school sites during Summer School 2018:



- C.H. Bird
 - Students who reside in the **C.H. Bird** and **Westside** Elementary Schools' attendance areas during the 2017-18 school year will attend C.H. Bird during the Summer.
 - Principal Lisa Hennessey
- Creekside
 - Students who reside in the **Creekside** and **Royal Oaks** Elementary Schools' attendance areas during the 2017-18 school year will attend Creekside during the Summer.
 - Principal Melissa Paynter
- Horizon
 - Students who reside in the **Horizon** Elementary School attendance area during the 2017-18 school year will attend Horizon during the Summer.
 - Principal Tracey Rosin
- Northside
 - Students who reside in the **Northside** and **Eastside** Elementary Schools' attendance areas during the 2017-18 school year will attend Northside during the Summer.
 - Principal Anne Stanislawski

Transportation - Eligibility

Will my child be able to ride the bus from home to Summer School?

- YES! Children who qualify for busing may ride the bus to Summer School if their parents/guardians **register them for DISTRICT SPONSORED TRANSPORTATION before May 4, 2018.**
- Students who qualify for busing must be registered for the full Summer School day (8:00-11:55 am) to be transported to and from school.
 - Parents/Guardians may choose the option to have students transported from home to school ONLY (start of school day), OR
 - Parents/Guardian may choose the option to have students transported from school to home ONLY (end of school day)
- Incoming Kindergarten (current 4K) students have one class option that is offered from 8:00-11:55 am.
- **PLEASE NOTE: Summer School 2018 school assignments will be based on the 2017-18 attendance areas (7 elementary schools).**
- The district does not transport students to/from child care centers (i.e. Play Haven, Gingerbread House, etc.) Parents/guardians should work with their child care center if transportation is needed.



How do I know if my child qualifies for bus transportation?

- Busing services are provided to elementary school students who do not live within walking distance to their assigned summer school site. For elementary school students to receive bus services, they must live more than one (1) mile from school.
- Students who are within walking distance of their home school will walk to their home school and the district will transport them from their home school to the Summer School site that they will attend (if this site is a school other than their home school).
 - **Parents/guardians must register their students for transportation prior to the May 4, 2018 deadline in order to ride the bus from their home school to their summer school site.**
- Students that live more than one (1) mile from their home school or summer school site, and registered for transportation prior to the May 4, 2018 deadline, will be assigned a bus stop location. Students may be assigned to a corner or park stop and will need to walk to that location to meet the bus.

What is a “home school” that is referenced in this information?

- A “home school” is the elementary school that your child would normally attend during the school year, based on your child’s primary home address. Summer school sites are limited to 4 of the 7 elementary schools, so if your family resides in one of the 3 attendance areas where summer school is not being held your child will attend summer school at another location.
- The summer school assignments for 2018 are:
 - Horizon Elementary School (Horizon students attend here)
 - Creekside Elementary (Creekside and Royal Oaks students will attend here)
 - C.H. Bird Elementary (C.H. Bird and Westside students will attend here)
 - Northside Elementary (Northside and Eastside students will attend here)
- **PLEASE NOTE: Summer School 2018 school assignments will be based on the 2017-18 attendance areas (7 elementary schools).**

How is the district transportation for incoming Kindergarten students different than it was for 4K students?

- Students must live in a busing eligible area of their summer school site to qualify for district busing.
- Transportation eligibility is determined based on the student's primary home address. If families need transportation to/from in-home child care they will need to contact the Elementary Summer School Coordinator, [Kristy Thao](mailto:kythao@sunprairieschools.org), kythao@sunprairieschools.org for further direction.
 - The district does not transport students to/from child care centers (i.e. Play Haven, Gingerbread House, etc.). Parents/guardians should work with their child care center if transportation is needed.

How might the bus pick-up and drop-off locations be different during Summer School than during the regular school year?

- Generally, 4K bus stops are "door-to-door," meaning students are picked up and dropped off at their home or child care location.
- K-5 students are assigned a bus stop at a common, more central location (i.e. corners or parks), not "door-to-door."
- While many summer school bus stops are the same as K-5 regular school year bus stops, some stops are moved or eliminated to create more centrally located stops for students attending summer school.
- Additionally, if a student lives within the walking area of their home school, he/she will have to walk to that school and take the bus from that school to the summer school site. **Parents/guardians must register their students for transportation prior to the May 4, 2018 deadline in order to ride the bus from their home school to their summer school site.**
 - For example, if you reside in the walking area to Royal Oaks, your summer school location will be Creekside. Your child will walk to Royal Oaks and take the bus from there to Creekside, and vice versa after school.



How will I know which bus my child will ride?

- The Sun Prairie Area School District Transportation directors will send BUS TAGS and information on the bus to every parent/guardian of students who qualify for bus transportation AND who have registered their children for **DISTRICT SPONSORED TRANSPORTATION before May 4, 2018.**

Where can I learn more?

- Following is the link to the district transportation website. Please follow the directions on the page to find out if your child qualifies for district sponsored transportation (busing):
<http://www.sunprairie.k12.wi.us/district/bussing.cfm>
- Parents/guardians are encouraged to practice bus preparation procedures (walking to the bus, walking to the home school site, waiting for the bus, walking home from the bus) with their children.

Registration for bus transportation closes on MAY 4, 2018. NO registration will be taken after MAY 4, 2018.

Nutrition - Brunch

How do I set up an account for brunch?

- When you register your child for Kindergarten, you will have the opportunity to set up a parent/guardian portal to Infinite Campus. Do this!
- Your child's lunch account will be in Infinite Campus.
 - You can pay for your child's meals online through the Infinite Campus portal.

Infinite Campus can be accessed in the following way:

- From the District Website, <http://www.sunprairie.k12.wi.us/>, click on the Infinite Campus (Family) icon in the top bar.
- Log in to Infinite Campus with your username and password.
- If you need assistance accessing Infinite Campus, please request [help here](#).
- If you have general questions about Infinite Campus, please see more [information here](#).

If you need help with creating a parent portal in Infinite Campus, please contact

[Pamela Garcia](#), 608.834.6571, pccgarci@sunprairieschools.org



Once you are in the Parent Portal of your child's Infinite Campus account you will be able to view:

- Balances & Transactions
 - Your child's food service account is located on the food service tab in Infinite Campus.
 - From this tab you may view balances and see the transactions for each child.
- Payments
 - To make a payment into your child's account, click on the payments tab.
 - You may set up recurring payments at this site or simply make a one-time payment.

Parents/guardians may still send in cash or check payments. As a reminder to make a payment, a phone call home will come if your child's balance falls below \$9.00. If you set recurring payments, consider selecting your low balance to a number higher than \$9.00 in order to avoid phone calls home.

If you have questions, please contact the [District Nutrition Office](#) at 608.834.6544.

Thank you for ensuring that your children have money in their lunch accounts if they are eating district provided meals..

- Information about menus and other services is available online at:
http://www.sunprairie.k12.wi.us/district/school_nutrition.cfm

Is my child eligible for free or reduced meals?

- YES! If parents/guardians have children in other grades who are eligible for free or reduced meals, your incoming Kindergarten child (current 4K) may also be eligible. Please contact the Nutrition Office to make sure your child is included in this eligibility. If you have questions, please contact [Julie Wetmore](#) at 608.834.6544, or jrwetmo1@sunprairieschools.org
- For parents/guardians who do not have children in other grades, you may apply for free or reduced meals by filling out a 2017-18 Free/Reduced Application and your family may qualify based on income or other criteria.

May my child be served brunch through the District Nutrition program during Summer School?

- YES! We offer brunch for a fee at every school every day of Summer School.
- YES! We offer brunch for a fee between 10:15 and 11:00 am. Our youngest students will be the first ones to be served brunch. (The exact time for brunch depends on the group the students are with, and the class the students are in.)

Is my child required to eat the district sponsored brunch?

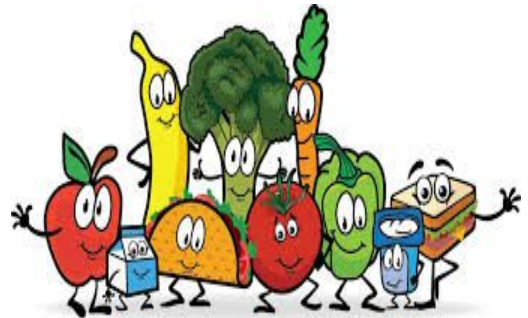
- No, your child does not have to eat brunch, but if your child goes to the line where brunch is being served, the servers are required by Board of Education policy to provide a meal.
 - If you do NOT want your child to eat the brunch that is offered for a fee by the Sun Prairie Area School District, you need to speak with your child and tell him/her NOT to get in line for brunch.
 - Parents/guardians should NOT rely on the teachers or the nutrition staff members to keep children from eating brunch. This is the responsibility of parents/guardians.
 - If students do not qualify for Free or Reduced Priced meals then brunch is provided for a fee to the parents/guardians.
 - If you have questions, please contact Julie Wetmore at 608.834.6544, or jrwetmo1@sunprairieschools.org

Should my child bring a snack to Summer School?

- YES! We encourage parents/guardians to send a nutritious snack with their children to eat during breaks in the Summer School day. Please encourage your child not to share their snack with others. We want to ensure that your child gets a sufficient amount to eat and that students who may have allergies do not eat something that may prompt an allergic reaction.

Does the school or class offer snacks to the students?

- Each school has a FREE fresh fruit bowl available for students. We strongly encourage students to take fresh fruit snacks whenever they like. The fresh fruit bowl may be in the cafeteria or office area. Parents/guardians should speak to their child about taking fresh fruit daily if they like.
 - The class or school does not offer snacks, other than fresh fruit, on a regular basis.



What do I do if my child has a food allergy?

- Our district Nursing staff and our individual school health assistants monitor student allergies (and other health conditions). They will share only relevant food allergy information with the school nutrition staff, but parents/guardians should speak with their children about not taking food from other children to avoid any allergic reactions.

Health Issues

What should parents/guardians do if their child has a health condition?

- Contact [Debbie Brown](mailto:dlbrown@sunprairieschools.org), District Nurse, to discuss your child's health condition at 608.834.6583 or dlbrown@sunprairieschools.org. We want to answer any questions you may have and make sure that we have the information we may need to keep your child healthy and safe at school! Parents/guardians should always feel free to contact the health assistant at their child's summer school site as well.
- Please review information on the [District Health Services site](http://www.sunprairie.k12.wi.us/district/health_services.cfm) of the Sun Prairie Area School District webpage http://www.sunprairie.k12.wi.us/district/health_services.cfm

What if my child needs to take medication during the day?

- Health assistants assigned to your child's Summer School site will work with your child's teacher to develop a plan to ensure that medication is taken. In order for school staff to administer a medication, parents/guardians must complete the medication administration form. Medication must be supplied to school in the original labeled container. Parents/guardians should always feel free to contact the health assistant at their child's summer school site.
- Please visit the [Medications At School site](http://www.sunprairie.k12.wi.us/district/medications-at-school.cfm) <http://www.sunprairie.k12.wi.us/district/medications-at-school.cfm> on the [District Health Services site](http://www.sunprairie.k12.wi.us/district/health_services.cfm) http://www.sunprairie.k12.wi.us/district/health_services.cfm
- You may always contact the District Nurse [Debbie Brown](mailto:dlbrown@sunprairieschools.org), dlbrown@sunprairieschools.org 608.834.6583 or the Health Assistant at the school site for more information.

What if my child is injured while at school?

- Minor injuries will be treated and your child will continue in classes.
- If there is an injury (beyond needing a band-aid), parents/guardians will be notified.
- If there is a serious medical situation, Emergency Medical Services will be called to transport students to an area hospital and parents/guardians will be notified.

**Healthy Students
+ Healthy Schools
= Academic Success**

The First Days of Summer School

PINK, PINK, PINK - look for PINK!



**Summer School Elementary Staff will wear PINK Bandanas.
Playground meeting areas will be marked with PINK Signs.**

We invite parents/guardians and their children to enjoy this brief [video](#) to learn more. (Please click on the video live link.)

Arriving at Summer School

- We invite and encourage parents/guardians to visit the playground and/or school before the start of summer school so children are familiar with the area.
- Parents/guardians should show their children where the playground or indoor area where they are to meet is located and instruct them to go to that location every day. (Teachers will give more information on the first days of summer school.)
- Parents/guardians are welcome to join their children on the playground. (Please let the office staff know you will be with your children.)
- School staff will be on the playground and in the school building, but may not meet your child at your vehicle (if you are driving your child).
- Bus Students should have their bus tag on their backpack/bag. This will help identify your child and the class s/he is registered for. School staff look for these tags.
- Parents/guardians should put name tags on all of the items their child brings to school. Items that are misplaced will be taken to the office and returned to the child.

What if my child arrives late or has to leave early during the Summer School day?

- **Late arrival:**
 - Parents/guardians should contact the main office of the school to let the Welcome Center staff know their child will be arriving late.
 - Students who arrive late should come to the main office of the school. The staff at the Welcome Center will help your child get to his/her class.
 - Parents/guardians are invited to come into the office with their late arriving child to ensure they are checked in and headed to class.
- **Early Departure:**
 - Parents/guardians should contact the main office of the school or send a note with their child informing school staff that the child needs to leave early.
 - Please include the date and time they will be departing.
 - If someone different than the parent/guardian is picking the child up early, please include that individual's name and phone number. Parents/guardians, please also include your phone number on the early departure note.
 - Students should go to the main office to let the Welcome Center staff know that they are leaving. They should depart through the main front doors of the school.
 - Parents/guardians are invited to come into the school and wait for their child when they are departing early.

Departing Summer School at the end of the day.

- Parents/guardians should tell their children where they will meet them/pick them up when students exit the building or get off the bus at the bus stop at the end of the school day.
 - Parents/guardians - please review this information with your children to ensure they are safe and they know where you will be.
- Parents/guardians are invited to be on the playground at the end of the school day to meet their children, particularly during the first week of school.
- If a student is still at school after the regular departure time at the end of the school day, school staff will call parents/guardians to notify them that they need to pick up their child.
- School personnel will NOT transport children. Parents/guardians are responsible for transportation.

QUESTIONS?

Please contact any of the following individuals:

Summer School Registration	Kristy Thao 608.834.6566 kythao@sunprairieschools.org
District Enrollment	Debbie Schenck 608.834.6518 djschen@sunprairieschools.org
Infinite Campus Information	Pamela Garcia 608.834.6571 pccgarci@sunprairieschools.org
Health Information	Debbie Brown 608.834.6583 dlbrown@sunprairieschools.org
Nutrition Information	Julie Wetmore 608.834.6544 jrwetmo1@sunprairieschools.org
Special Education	Becky Penticoff 608.834.6577 rcpenti@sunprairieschools.org
Summer School	Shelley Joan Weiss , sjweiss@sunprairieschools.org

Please check the [Summer School site](#) on the [Sun Prairie Area School District website](#) for more information during the upcoming months.

http://www.sunprairie.k12.wi.us/district/summer_school_2018.cfm

<http://www.sunprairie.k12.wi.us/>

Welcome to Sun Prairie Area School District Summer School 2018!

