

WINGRA SCHOOL FAMILY HANDBOOK 2016–2017

This handbook is designed to give you helpful information about the school and its policies and practices. There is also a wealth of information on our website regarding our philosophy and inspirations. We hope you find both the handbook and website to be helpful, but please do not hesitate to contact us regarding any questions or concerns you might have. Our goal is to have open communication with parents to ensure the best possible experience for you and your children.

A hard copy of the Handbook is given out to all families at the beginning of the year. A PDF version is also available. Please note, the information in the Handbook is for Wingra families and may not be disseminated or used for commercial purposes.

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OUR SCHOOL

Our History:

Wingra School, Inc. is a small, independent, K–8 school that provides a progressive education for children of diverse family backgrounds, abilities, and needs in the greater Madison area. The school was founded in 1972 by parents and teachers seeking a high quality educational alternative for their own and others' children. The founders—five women with considerable experience in the fields of education and child development—were particularly influenced by a version of progressive schooling then known in England and elsewhere as informal or British primary education. Wingra School has always featured a thematic, integrated curriculum and multi-aged classrooms equipped with materials appropriate to children's varied interests and abilities. The school originally included children 5 – 11 years old and was extended to older children in 1983. It now includes ages 5 - 14, equivalent to kindergarten through eighth grade.

Our Mission:

Wingra School provides a progressive educational experience that nurtures individual development and affirms connections to a broader community by:

- emphasizing learning as an intrinsically meaningful life-long process;
- cultivating academic excellence in a manner that develops the whole child;
- creating an environment that fosters both relationships and independence; and,
- forming partnerships to foster mutual learning and expand opportunities.

Organizational Aspects:

Wingra School Staff

Our staff is comprised of Levels Teachers, All-School Teachers, and Extended Day Teachers, a Head of School, an Admissions and Program Coordinator, a Business Manager, a Communications and Marketing Coordinator, an Administrative Secretary, a School Stewardship and Sustainability Administrator (*draft title*), a Building Director and two custodians. The Head of School is responsible for providing leadership to the Wingra community and facilitating implementation of the vision of the school. Some specific responsibilities of the administrative team also include school finances, fundraising and marketing, human resources, school communications, supervision and professional development of teachers, curriculum development and support, admissions and enrollment, and building and facilities management.

For more background and biographical information on our staff, please visit our website.

Wingra Board of Trustees

Wingra School, Inc. is a 501(c)(3) nonprofit organization governed by a Board of Trustees composed of parent members, staff members, and non-Wingra community members. The Board provides support for all aspects of the school through fundraising, policy development, maintenance of the organizational structure, and participation in financial and strategic planning. The Board has entrusted to the Head of School the authority to make final decisions regarding school matters that are consistent with Board policies and procedures.

Board meetings are generally open to the public and are held on the third Wednesday of each month. Minutes of the meetings may be found on the school's web site. The Board's bylaws are available upon request. The Board structure consists of up to seventeen members, including two Wingra teachers. Terms begin in July and members serve for three years. Trustees may not serve more than two consecutive terms. The election of Board officers is held annually with terms beginning in July and lasting for one year. Board officers are President, Vice-President/Secretary, Assistant Secretary, and Treasurer. The Board currently has four standing committees: Building, Development, Finance, and Governance.

New members are chosen by current Board members to bring in needed strengths, skills, and talents. The staff nominates staff members. Persons interested in serving on the Board may submit an application for the board's Governance Committee to review. Potential Board members must:

- Be committed to Wingra's mission.
- Understand that the board's work is to promote and advance the school's mission by thinking and planning for long-term sustainability, not by concerning itself with curriculum, current program, personnel, scheduling, or other day-to-day matters.

- Understand the difference between the Board’s role in governance and the Head of School’s role in management and operations.
- Understand that the board is not an arena to promote personal agendas.

The Board of Trustees does not function as a “court of appeals” in day-to-day school matters and is supportive of the authority it has entrusted to the Head of School to make final decisions regarding most operations of the school.

Wingra Parent Community

We strongly encourage and depend upon family involvement to support our vision for the Wingra School community. Please see the **Parents are Partners** section of this handbook to learn about the many ways that families can contribute to and support our school.

Wingra Alumni

Wingra students continue to be valuable members of our community long after they graduate. We’re proud of and value our continued connections to our many alumni and love hearing stories from beyond Wingra’s walls.

Contacting Us:

General Hours of Operation – 8:00am to 5:45pm, Monday through Friday

Phone – During the school day (8am to 4pm), you will be able to reach us at 608-238-2525. If we are unable to answer, please leave a message in the voice mailbox of the person you are trying to reach. Messages are checked throughout the day and calls will be returned as soon as possible.

Fax – Our fax is 608-238-6316

Contact Info for Wingra Staff and Teachers:

Wingra Administrative Staff:

- Mary Campbell, School Stewardship & Sustainability Administrator, mary@wingraschool.org ...Room 122
- Elizabeth Garcia, Administrative Secretary, elizabeth@wingraschool.orgRoom 120
- Debbie Millon, Head of School, dmillon@wingraschool.orgRoom 124
- Bonnie Schey, Business Manager, bonnie@wingraschool.orgRoom 203A
- Rick Stulgaitis, Building Director, rick@wingraschool.org.....Room 103A
- Rachel Weinberg, Admissions and Program Coordinator, rachel@wingraschool.org.....Room 126
- Rebekah Young, Marketing and Communications Coordinator, rebekah@wingraschool.org.....Room 122

Wingra Classroom Teaching Staff:

- Debbie Blitz, Kim Cotant & Colleen Pardun (Nest, ages 5-7).....Rooms 100 and 102
debbie@wingraschool.org, kim@wingraschool.org, colleen@wingraschool.org
- Angela Baker, Weslie Cymerman & Tresli Smyth (Pond, ages 7-9).....Rooms 101 and 103
angela@wingraschool.org, weslie@wingraschool.org, tresli@wingraschool.org
- Lisa Kass, Andrea O’Brien & Claire Weiss (Lake, ages 9-11).....Rooms 105 and 107
lisa@wingraschool.org, andrea@wingraschool.org, claire@wingraschool.org
- Allen Cross, Emily Frederick, Kathy Oker & Sagan Pizzingrilli (Sky, ages 11-14)..Rooms 200 and 202
allen@wingraschool.org, emily@wingraschool.org, kathy@wingraschool.org, sagan@wingraschool.org

Wingra All-School Teaching Staff:

- Jenny Bosben, Art, jenny@wingraschool.org.....Room 203
- Aviv Kammay, Music, aviv@wingraschool.orgRoom 106
- Dawn Liska- Tollefson, Extended Day, dawn@wingraschool.orgRoom 205

Andrea O'Brien, Technology, andrea@wingraschool.orgRoom 201
 Amanda Pool, Spanish, amanda@wingraschool.org Room 104
 Taylor Reeves, Physical Education, taylor@wingraschool.orgRoom 203A
 Angie Sparks, Library, angie@wingraschool.org,Room 108

Overture Band Programs, Inc

Nadine Doudlah, Executive Director, overture@jvlnet.com877-1313
 Yvonne Schwinge, Band Director.....Room 106

Wingra Building Staff:

Chhoeub Chaam, Custodian.....Room 103A
 Eddie Smith, Custodian.....Klondike Hall

Contact Info for Wingra School Board of Trustees 2016-2017:

Sharon Besser, sharonbesser@gmail.com
 Andrew Carne, Class of 1988, andrewcarne@yahoo.com
 Nick Carolla, ncarolla@hotmail.com
 Matthew Dregne, mdregne@gmail.com
 Patricia Finn, President, finnpatricia@yahoo.com
 Lynn Hirsch, lynnrhirsch@gmail.com
 David Huttleston Sr., Treasurer, davidsr@hddesign.com
 Thomas Kammeyer, Vice-President/Secretary, kammbart@sbcglobal.net
 Lisa Kass, lisa@wingraschool.org
 Alissa Lawton O'Farrell, lawtonalissa@gmail.com
 Debbie Millon, Ex-officio, dmillon@wingraschool.org
 Andrea O'Brien, andrea@wingraschool.org
 Greg Pfluger, greg@pfluger.org
 Beth Rogers, Assistant Secretary, edr4121@gmail.com
 Lesley Sager, lhsager@wis.edu
 Regina Whitemarsh, rwhitemarsh@gmail.com

Current as of August 25, 2016

Accreditation:

Wingra School is recognized as an independent school by the Wisconsin Department of Public Instruction. As such, Wingra is required to comply with all state regulations set for a private school.

Wingra School is accredited through the Independent Schools Association of the Central States (ISACS). The ISACS accreditation program has national recognition through an umbrella review process developed by the National Association of Independent School. The accreditation process involves a detailed self-study, on-site visits by members of the ISACS school accreditation committee, and annual reporting and follow up.

Educational Philosophy and Core Values:

Our Philosophy

At Wingra School we believe that:

- Learning is an active, enjoyable, life-long process engaged in by each person in unique ways.
- Academic success is centered in the development of the whole child and is achieved in partnership with families.
- Much learning takes place through exploration, experimentation, and discovery.
- Children learn best in mixed-age classes formed to encourage cooperative and collaborative learning where respect for differences and ethical behavior is fostered.
- Schooling should prepare children to live as responsible, ethical and responsive members of their communities, now and in the future.
- An education of value requires respect for all children and for childhood.

Our Values

Our conduct and attitudes reflect our core values, which allow us to be an active model of progressive education as an independent school for independent minds. Our core values provide the basis for how we serve and act.

- *Community -- We encourage individuals to understand their inter-connectedness within the school and beyond as they build relationships with others and consider the impact of their actions.*
- *Thoughtful Expression -- We value the opinions and contributions of those involved with the school, and we reflect mutual respect, trust, and dignity in our exchanges.*
- *Responsiveness -- We nurture a dynamic environment that considers changing needs and circumstances to promote individual achievement in the context of community.*

Our Progressive Educators:

Our teachers are highly knowledgeable in child development. They create developmentally appropriate curriculum, bringing their own creativity, insight, and love of learning into the classroom. Our teachers have a clear understanding of philosophy of the school and a strong commitment to it, despite the current nationwide pressures to conform to a preset curriculum and standardized testing. Their dedication, expertise, and teamwork are what make progressive teaching practices possible at Wingra.

Our students interact fully with their teachers. Teachers and students are on a first-name basis at Wingra. The informal learning environment and the building of trust gives the teachers greater insight into their students' understanding. Our teachers know that when students feel safe to be themselves, they are able to take risks in their learning, to challenge themselves, and to grow as people. Respect and serious learning are the result.

Our teachers are important role models. Students see their teachers work collaboratively with each other in teams. They see how their teachers approach problem-solving. They see their teachers themselves as lifelong learners, in the classroom and outside of it. Our teachers live the life they are teaching to their students.

Other School Matters:

Financial/Business Matters

For specific questions you may contact our Business Manager, Bonnie Schey, or our Head of School, Debbie Millon. We expect payments to Wingra School to be made on time. If a family's financial situation is such that this presents an unusual hardship, please contact the Business Manager or Head of School immediately so that special arrangements for payment can be made. Because our operating budget depends upon our tuition income, Wingra School will pursue all available options to recover tuition debt, including the use of collection agencies and/or the courts.

Visitors

Please call the school office or the classroom teacher several days ahead of time to schedule a visit so our classrooms are not overloaded with visitors on any one given day. Visitors should contact the school office prior to visiting to make arrangements for a visit. All visitors must check in at the school office and obtain a visitor's badge before going to the classrooms.

Classroom Placement

At Wingra, our goal is to place children in healthy, flexible, appropriate, and exciting classroom communities. In each of our mixed-age classrooms we strive to create a heterogeneous mix of students and place children in specific rooms to achieve this. Ideally children will have a two-to-three year experience in each of their classrooms during their time at Wingra. This enables the children to have the experience of being a younger and an older at each level of the school

Family Policy on Photographs

Parents are welcome to take photographs and videos at Wingra School for private personal family use. Except during a performance, check with staff before you photograph or videotape school-day events. For the safety and privacy of our students, images are not to be shared. Exceptions to this rule are:

- You may share an image of an individual with that individual's family; and
- Images may be shared with a Wingra School staff member, for use by Wingra School.

WINGRA PROGRAM DETAILS

Our Programs:

Levels: Nest, Pond, Lake and Sky

Each of Wingra's levels has its own rhythm and routine, and there are similarities across the school in how a Wingra student's day unfolds. Regardless of age, students go through the day in with periods of structure and freedom, contraction and expansion. As teachers plan, assess, and reflect on their classroom and their students, they strive to provide balance, rhythm, and consistency while giving students the gift of learning how to nourish their own healthy development and mindfulness.

All-School: Art, Library and Literacy, Music, Physical Education, Spanish, and Technology

All students at Wingra School have the opportunity to work with our six All-School teachers in the areas of Art, Library and Literacy, Music, Physical Education, Spanish, Technology. Students engage with these programs and teachers in three ways. They attend classes 1-3 times per week for foundational skills, scope and sequence, and experiential learning within these disciplines. There is an integration component where All-School Teachers coordinate with Classroom Teachers to enhance and support the thematic units. Students also have the opportunity for Studio classes where they make choices about spending extra time, twice per month, in a particular All-School Program.

Extended Day

At Wingra we believe that learning never ends. Our Extended Day Program is not your average after school option; it is planned and run by certified teachers who teach in tune with Wingra's progressive philosophy. The program is developed to satisfy the needs of the whole child, and each day is well-balanced with organized choices, free play, and group time. Daily activities are part of a monthly thematic unit and vary in order to engage a multi-age group of children with a variety of interests. Our program is flexible yet structured in order to nurture a safe and connected group of friends.

Curriculum and Pedagogy:

Wingra School adheres to practices consistent with our beliefs about learning, and promotes social and political awareness:

- Unit-based thematic instruction of concepts and skills
- Curricular Integration
- Multi-age class structure
- Individualization of instruction to challenge the needs of every child
- Informed and active citizenship
- Support for individual choices and collective actions
- Community service projects

Student/Educator Ratio:

In addition to our 12:1 student to teacher ratio in our classroom environments, we support student learning with specialists in the areas of art, library, music, physical education, Spanish and technology. We are committed to this lower ratio because it allows our teachers to:

- Provide the best environment to facilitate social, emotional, and cognitive development and learning.
- Carefully assess each child's abilities and growth
- Develop trust, respect, and connection to each child
- Foster the critical ability for the child to self-reflect
- Connect to each child's family
- Spend more time with each child's developmental needs

Multiage Groupings:

Multiage classrooms provide an environment where the talents and needs of individual students are emphasized and a more authentic sense of community is created in the classroom. Age alone does not determine the skill level of a child. Multiage groupings provide a flexible setting that recognizes children's varied development and learning styles as well as honors the diversity in the group. They are also designed to maximize the potential benefit of interactions and cooperation among children who vary in experience, maturity, and ability. There are frequent opportunities for the development of student leadership as children

are encouraged to offer and request support from each other in all aspects of classroom activities. Since students are in a classroom for more than one year, teachers further develop student/ teacher/family relations and gain a better understanding of their students' long-term development.

Social Justice and Children:

At Wingra, we are committed to shared respect for human diversity and social justice. Children who experience themselves as socially valuable throughout their childhood feel trust and have the greatest likelihood of facilitating the transition to a socially just world. Adults can use this information to restructure their own relationships toward a more just society.

Each stage of a child's development has a unique expression of social justice. When these natural capacities are developed it is not *whether* a person participates, but *how*. Participation becomes a societal norm when each person's contribution has been recognized, appreciated, and engaged. That appreciation of social justice becomes an initial condition for the transition into adult life.

Recognition and respect for the child's valuable contributions to social justice fosters and encourages:

- Each child's sense of self-identity and well-being
- Acceptance of diversity by allowing children to ask about and explore differences
- Empathy towards others
- The ability to identify acts of discrimination and stereotypic images of their world
- The ability to stand up for her/himself and others in the face of bias

Our shared respect for diversity and social justice in each age of childhood is supported by our learning materials as well as our educators' attitudes and activities.

Classroom Environments:

At Wingra, teachers create intentional classroom environments designed to be developmentally appropriate and safe. Teachers provide guidance that helps students build their self-esteem and become comfortable in the classroom community.

Behavior is a central mode of communication for children and one that gives great insight into a child's needs. This means that teachers will not use any treats or rewards, or punishments such as time-out. Rather than developing morals, punishments and rewards merely keep children obedient. Therefore, when puzzling or disruptive behavior occurs, teachers seek to find the purpose for the behavior and strive to find other ways for that student to have his/her needs met without unduly impacting the learning community. Teachers strive to meet the need so that the undesirable behavior is unnecessary or provide the student with tools so that s/he can get his/her needs met in an appropriate way.

Problem Solving and Conflict Resolution:

At Wingra, students, staff and parents are a part of a community working together toward a shared goal. Our teachers work with students to establish classroom communities which in turn contribute to the whole school community. Students work with their teachers in establishing classroom rules and expectations. In conflict situations, students problem-solve in order to address the conflict. A staff person may serve as a facilitator for this process if the students are unable to resolve the conflict themselves.

We believe that the process of conflict resolution is a learning opportunity for our students. The skills developed in this process will support them into adulthood. We encourage both children and adults to practice direct communication and advocacy. We approach problem solving and conflict resolution with a solid understanding of each student's developmental abilities, needs, and capacity. Our goal is for children to learn to self-manage, self-advocate, and experience their own social authority, with close supervision and guidance from teachers. By actively teaching these skills and providing both the safety and the support for them to practice these skills, they learn that they are capable of effectively addressing social conflict.

The emotional and physical safety of our students is a top priority at all times. *Physical or verbal violence of any kind is unacceptable and* could be cause for a student to be sent home for the day or permanent dismissal from the school.

Responding to Conflict

We view most conflicts that happen during the school day as opportunities to practice important social skills, and respond to these situations with support and teaching. More serious conflicts sometimes require a higher level of support and collaboration between the school and the family involved.

The information presented here is intended to help clarify how adults at Wingra School make decisions about when and how we respond to student conflict in order to keep Wingra a safe learning community.

Our goals as a community:

- To have a shared understanding of the developmentally appropriate ways that conflict is addressed at school.
- To develop shared strategies for responding to conflict that will help keep our school community a safe place for learning, without being formulaic or restrictive.
- To promote effective home/school communication regarding the conflict at school.
- To provide a framework for documenting strategies and ongoing concerns.
- To identify when a student is in need of additional supports.

Expected Outcomes:

- Students will continue to have conflicts and continue to refine their skills around them.
- Students will feel competent using strategies to work with conflict.
- Students will have classmates, friends, and adults who are available to provide support during a conflict situation.
- Students, parents and staff will experience our school community as a safe place for learning.
- Students, parents and staff will have a shared understanding of the school's approach to conflict.
- When a student is in need of additional support, staff will provide information and work with parents as they explore additional resources.

Description of Levels of Response to Conflict

Level One: Ordinary Day-to-Day Conflicts

Examples: When students have had a difference of opinion, dispute over space or materials, a misunderstanding about what someone has said or done, or physical interactions that start out as playful and mutual then become problematic.

Response: We respond to these situations with support and teaching. These interactions happen often and naturally during an ordinary day at school and are opportunities for students to practice strategies for solving social problems, managing difficult emotions, and communicating effectively. These are teachable moments. Students are generally calm enough to talk, listen and work toward an agreed upon solution.

Actions:

- Given the opportunity, students may come to a solution on their own.
- Teacher may facilitate a conversation in which differing perspectives are shared.
- Teacher may help students explore different options.
- Teacher may ask students to make a different choice or to take a break.

Level Two: Conflicts That Result in Someone Feeling Hurt, Being Upset or Out of Control

Examples: When a student calls another person a name, teases, excludes, makes fun of, takes materials or belongings, pushes, shoves or does not respond to a limit set by an adult.

Response: These are moments that require a pause in the action, and emotions may be high. We will provide emotional support, set boundaries when needed, and help students repair relationships.

Actions:

- The person who was hurt may ask for an Action Apology. This is an apology that is not just words, but doing something that will be helpful or meaningful to the person who was hurt. The teacher will follow up on any Action Apology to make sure both partners are satisfied with the outcome.
- The issue of the conflict may be brought to the classroom community to generate solutions for similar situations.

Level Three: Patterns of Conflict

Examples: Situations that begin to go beyond what is part of typical social skill development, such as when a student has had support to change any of the previously described behavior, and that behavior continues.

This may be behavior that is not an issue when it only happens once, but becomes an issue when it is repeated.

Responses: In these situations, we acknowledge that there has been a breach in the social contract. We establish consequences with the student and document the interaction. These are situations that require stopping or stepping out of the interaction, and emotions may be high.

Actions:

- The supervising staff member may send the student to confer with Mary or Rachel. Specials teachers or staff alone with a student may call the classroom teacher or additional staff for support.
- The student may be required to complete an Action Apology (if another person was hurt) OR a Community Repair Project. Community Repair Projects are activities that mend the harm done to the school community. The student works with staff to find a way to contribute or give back to the school in a positive way.
- The student may be sent home to emphasize the importance of maintaining a safe environment at school.
- A summary of the situation and staff response will be documented and shared with parents. Parents may be called for a conference by phone or at school.
- Staff will determine if the student would benefit from an individual Student Behavior Contract that defines expectations for student behavior and consequences. Leaving a classroom activity and/or leaving school for the day may be a consequence included in an individual student contract.
- Parents may be asked to seek additional support outside of school, such as counseling, if the student continues to demonstrate behavior that interferes with his or her successful participation in learning activities and school life. School staff will work collaboratively with community professionals who are supporting a student and/or his or her family.

Level Four: Serious Conflict with the Potential to Affect Continued Enrollment

Examples: Situations that are notably beyond what is part of typical, developmentally appropriate social skill development, such as when a student's words or actions have compromised his/her own safety or the safety of another person, or when there are unresolved patterns of repeated conflict.

Response: In consultation with involved staff members, Rachel or Mary will determine the severity of the situation and the appropriate response.

Actions:

- The student will meet with Mary or Rachel.
- A parent will be contacted to pick up the student for the remainder of the school day.
- A meeting will be scheduled with the parents to develop a plan which clarifies requirements for the student's return to school and next steps. Decisions will be documented.
- Parents may be asked to arrange for outside assessment and/or professional support.
- Conditional Enrollment may be implemented, which clarifies specific conditions that must be met in order for the child to continue to be enrolled at school.

Guidelines for Parents and Staff

Misunderstandings and minor disagreements can grow into larger problems if they are not addressed and resolved in a timely manner. The most effective first step is *always direct communication* done in an honest and respectful manner. If this does not lead to a successful resolution, the matter may be taken to the Head of School.

1. Face-to-Face Meetings: The conflicting parties will meet together to see if they can resolve the conflict themselves.
2. Head of School Intervention: If a meeting between the conflicting parties reaches an impasse, the Head of School will mediate a conflict resolution discussion with the parties involved.

The emotional and physical safety of our students is a top priority at all times. *Physical or verbal violence of any kind is unacceptable* and could be cause for a student to be sent home for the day or permanent dismissal from the school.

Social Network Use Policy:

On-line social networking is a growing force in the world, and some of our older students may have accounts on sites such as Facebook and MySpace. We advise families to follow these safety tips:

- Review your child's privacy settings on any social networking sites to ensure that they match your level of comfort;
- Advise your child to be cautious about posting and sharing personal information, especially information that could be used to identify or locate him or her offline (such as address, telephone number, or full name); and
- Encourage your child to block and report anyone that sends unwanted or inappropriate communications, and to talk with you about his or her online exchanges.

Please know that it is a Wingra School policy that staff do not initiate or accept social network friend requests with current students or former students under the age of 18.

Working with Students who have Special Learning Needs:

At Wingra, we believe that every child has unique strengths and unique challenges, and we strive to get to know each child as a person so that we can support him or her in the best way possible. However, we do also understand that some children will require additional support for a particular challenge. This could be a physical, learning, emotional, social, or behavioral challenge. We understand that certain challenges can make participating in various activities especially difficult. We strive not to "label" children, but do seek to find strategies and resources that can help us to be properly equipped to meet the child's needs. We try to view any special challenges as opportunities for learning – both for the child and the community. At times the other children (and teachers) may need help learning how to work with the child, but ultimately this will help *everyone* learn how to be in community with (not just tolerant of) people who see and process information differently than themselves.

We also know that we must be realistic in our abilities to meet every child's needs and thus will evaluate each situation with regard to how well we can support the child, what effect that child may have on the other children, what strain any extra support needed will place on the teachers and other staff, and what the effect will be on the community as a whole. It is important for everyone involved that we not take on more than we can responsibly handle well.

Therefore, although we do not use any form of testing in our admissions process, we try carefully to evaluate whether or not we believe we have the resources available to meet the needs of every child. Most students who apply to Wingra are offered enrollment. However, as a small school, we do recognize certain limitations when considering students for enrollment as well as for *re-enrollment*. Wingra does not employ specialists to support students with exceptional educational needs. While the training and dedication of our teachers allows us to teach a variety of students, some with significant learning differences, we reserve the right to determine that a child would be better served in a setting where specialized interventions are offered as part of the school program.

Other Program Details:

Field Trips

Field trips are an integral part of the Wingra School education program. Most trips are taken by city bus, but on occasion private transportation (parents/guardians driving) is used. All field trip drivers are required to have *an up-to-date copy of their driver's license and proof of insurance* on file in the school office. Any parent transporting or supervising students without an accompanying school staff member must also have a safety-related background check. Children must wear a seatbelt and/or be in a car/booster seat as required by law. The law states that 1) a booster seat is required when the child is at least four years old but less than eight years old, weighs at least 40 pounds but less than 80 pounds and is not 57 inches or taller; and 2) a safety belt is required when the child is eight years old or older, weighs 80 or more pounds or is 57-inches or taller. Booster/car seats should be sent to school with your child on the day of a field trip and taken home that same day.

Bus Passes

All classes use city bus passes for local field trips. Older students in Rooms 200 and 202 must purchase and manage their own passes, which are available for sale in the school office between 8:30 – 9:00 am. A Youth Metro 10 – Ride Card costs \$10.00 and is good for 10 trips. Younger students in Rooms 100, 102, 101, and 103 have the cost of bus passes included in their activity fees.

Library Cards

Students in Rooms 101, 103, 105, 107, 200, and 202 need to have a public library card because these classes visit the downtown public library regularly.

Middle School Dance Guidelines:

Middle school students may plan and organize dances during the school year. School personnel and parents/guardians serve as chaperones for the dances. Students are not allowed to leave the building during the dance. Pick-up arrangements are the responsibility of the student and his/her parents/guardians. If the student will be leaving the dance early or if the student will be transported from the dance by someone other than his/her parents/guardians, the school must be notified in writing prior to the dance. For the safety of your child this is strictly enforced.

Events and School Life

The descriptions for events in this section are also available online at www.wingraschool.org/calendar. Please know that the times for events sometimes change. Check the online calendar and the weekly e-newsletter for the most accurate information before an event.

Event Participant Expectations

The number one way that people hear about Wingra is through the enthusiasm of current and former parents and through interactions with our amazing current and former students. We are so proud of our community and the way we approach children's learning and education!!

Participation: This event is for students and their parents to enjoy together. We expect that parents will relax and visit with friends while supervising their children.

Safety: We expect children to have fun in ways that are respectful and considerate of others. Also, please do not run or engage in physically lively play at an indoor venue.

Language: Children are expected to be respectful of one another and the whole community at all times. Please use encouraging words, good manners, and language that is appropriate for a mixed-age setting.

Have Fun!: The above guidelines can help us all have fun while being courteous!

EVENTS AND CONFERENCE DAYS:

Below are the events and conferences that are most likely to apply to you and your family (except some of the level-specific overnight camping trips).

Nest Open House

Who: Nest Parents and Students (New and Returning)

When: Friday, August 26, 1:00 to 3:00 p.m.

What: Get a sneak peek at the classroom, meet other parents and students, and chat with teachers.

Where: Nest Classrooms (Rooms 100 and 102)

New Parent Orientation

Who: Parents New to Wingra

When: Tuesday, August 30, 9:00 to 10:00 a.m.

Where: Library/Commons

What: Meet the administrative staff and other parents new to Wingra. It's a chance to socialize and learn more about how Wingra works.

Progressive Education with Debbie Millon

Who: Current Wingra Parents

When: Wednesday August 31, 6:30 to 7:30 p.m.

Where: Gym

What: Learn more about progressive education at Wingra from our new Head of School. Whether you're new to Wingra or an experienced Wingra parent, we hope you join us.

New Band Parent Meeting

Who: Parents of Students Beginning Band (Must be 9 years old by Sep. 1)

When: Tuesday, September 6, 7:30 p.m.

Where: Room 106

What: Learn more about the band program from Yvonne Schwinge, Band Director. A representative from White House of Music will be available. For more information, email Yvonne at yschwinge@gmail.com. Students are welcome but not required.

Family Picnic, Ice Cream Social, and Ribbon Cutting Ceremony

Who: Current Wingra Families, Alumni and Special Friends

When: Thursday, September 8, 5:30 to 7:00 p.m.

Where: Wingra School, Rain or shine!

What: Celebrate the completed addition and interior remodel with the extended Wingra community. Take a self-guided tour of the building, picnic on the lawn, and enjoy ice cream served by the Board of Trustees.

WCC Meetings

Who: Current Wingra Parents

When: Wednesday, Sep 14, Oct 12, Nov 9, Dec 14, Jan 11, Feb 8, Mar 8, Apr 19, May 10, 9 to 10 a.m.

Where: Library

What: Monthly WCC Meetings are open to all people. WCC Executive Committee members and other interested parents meet to plan the upcoming month's events, share new ideas, and connect with each other.

Parent Night

Who: Current Parents

When: Thursday, September 15

Where: Classrooms and Library/Commons

What: Parent Night is an important evening. Parents from each level (Nest, Pond, Lake, Sky) meet at different times throughout the evening. You'll learn about your child's daily schedule, learn about our philosophy and approach, get to know teachers and other parents, and ask questions. Look for a schedule for the evening in the weekly e-newsletter a week or two before the event.

Lake Overnight Camping Trip

Who: Lake Students

When: Wednesday to Thursday, September 21 and 22

Where: Upham Woods

What: Lake students go on their annual overnight camping trip. What a great way to kick off the year! Lake students will receive the details in their Friday Folders.

Goal-Setting Conferences (No School)

Who: Parents and Students

When: Friday, September 23

Where: Your child's classroom

What: This day is set aside for parents, students, and teachers to discuss goals for the coming year. Look for papers from your child's teacher and sign-up sheets on the bulletin board near the door.

Each conference lasts 15 minutes and includes your child. Extended Day programming is available for those in need of child care for before and after your child's conference.

Parent Coffee: 6-Week Check-in

Who: Current Parents

When: Friday, October 7, 9:00 to 10:00 a.m.

Where: Library/Commons

What: How's the year going for you and yours? Connect with other Wingra parents, share how the new school year is going, and ask your questions.

Conference Schedule Courtesy:

School is closed for goal-setting, goal-feedback and parent conferences so these important meetings can be efficiently coordinated and consolidated. Out of respect for the teacher time involved, we ask parents to sign up for a conference during one of the times established on these days. We expect that parents of any given student attend the same conference. Please do not schedule family vacations on school conference days or ask teachers to schedule a conference on a day other than those that are specifically dedicated to that purpose.

Spirit Day and Family Dance

Who: Current Families

When: Friday, October 21, 6:30 to 8:30 p.m.

Where: Gym

What: The Wingra Family Dance is a free event for the whole family. Come to the gym and dance the night away. All students must have an accompanying parent.

WCC Community Conversations

Who: Current Parents and friends of Wingra

When: Wednesday, October 26, February 1, March 29, Time TBD

Where: Library

What: The WCC hosts quarterly Community Conversations to bring Wingra families, teachers, and other community members together to engage in conversations surrounding progressive education, education at Wingra School, and other current topics or research in education.

Parent/Teacher Conferences (No School)

Who: Current Parents

When: Thursday, November 3 and Friday, November 4

Where: Your student's classroom

What: Parent/Teacher conferences are an opportunity to discuss your child with classroom (one or two) teachers, in 25-minute conferences. Look for a conference report from your child's teachers before you meet with them.

Conference sign-up sheets are typically posted about two weeks before conferences on the main bulletin board near the girls' bathroom on the first floor. Your conference will be either November 3 or 4. Extended Day programming is available.

Friends and Family Day (Noon Dismissal)

Who: Friends and Family Members Invited by Student

When: Wednesday, November 23, 8:30 to noon

Where: Classrooms and Gym

What: Friends and Family Day is our annual Open House for friends, extended families, and visiting alumni. Family and friends will participate in fun classroom activities, visit the amazing art gallery in the gym, and enjoy a sing-along at the end. School is dismissed at noon for Thanksgiving break.

Look for invitations in early November.

Winter Concert

Who: Everyone is welcome!

When: Thursday, January 26, 6:30 to 7:30 p.m.

Where: Gym

What: Brighten the winter with a band and choir concert. Families of performing Pond, Lake, and Sky students bring a snack or drink to share after the concert is over.

Alumni Night

Who: Everyone is welcome!

When: Thursday, February 8, 6:30 to 7:30 p.m.

Where: Library/Commons

What: This annual evening is for parents and students to hear from Wingra School alumni about their transition experience to high school. It's a fun evening for older students to reconnect with friends who have left and to get tips about how to navigate high school. Parents enjoy hearing from both alumni and their parents about the transition.

Conference Schedule Courtesy:

School is closed for goal-setting, goal-feedback and parent conferences so these important meetings can be efficiently coordinated and consolidated. Out of respect for the teacher time involved, we ask parents to sign up for a conference during one of the times established on these days. We expect that all parents of any given student attend the same conference. Please do not schedule family vacations on school conference days or ask teachers to schedule a conference on a day other than those that are specifically dedicated to that purpose.

Parent Coffee: 30-Week Check-in

Who: Current Parents

When: Friday, February 24, 9:00 to 10:00 a.m.

Where: Library/Commons

What: How's the year going for you and yours? Connect with other Wingra parents, share how the new school year is going, and ask your questions.

Parent/Teacher Conferences (No School)

Who: Current Parents

When: Friday, March 3 and Friday, March 10, 25-minute conference

Where: Your student's classroom

What: You will schedule your second Parent/Teacher conference of the year on one these days. It's an opportunity to discuss your child with classroom teachers, in a 25-minute conference. Look for a conference report from your child's teachers before you meet with them.

Conference sign-up sheets are typically posted about two weeks before conferences on the main bulletin board near the girls' bathroom on the first floor. Your conference will be either March 3 or March 10. Extended Day programming is available.

Family Science Night

Who: Everyone is welcome!

When: Wednesday, March 15, 5:30 to 6:30 p.m.

Where: Gym

What: Education, participation, demonstration, and experimentation! Wingra students and other local scientists conduct experiments and demonstrate the wonders of science at Wingra's Science Night. This annual event is always a favorite!

Trivia Night Benefit

Who: Adults

When: Saturday, March 18, 6:00 to 11:00 p.m.

Where: Nakoma Country Club

What: Join us for a fun night of trivia and a silent auction.

Gather friends, family, neighbors or co-workers and reserve a table of 8. Don't have a group of 8? Individual tickets are available and we will help you find a team. Tables have the option to decide on a theme (or not) and create costumes and decorations for your table. Prizes will be awarded for the top three trivia teams and the most creative team.

The doors open at 5:30 p.m. for the silent auction and table decorating. The first round of trivia questions will begin at 7:00 p.m. Stick around after trivia for some dancing! Your ticket includes food and desserts. Beverages will be available for purchase. It's one of the best nights of the Wingra year!

Solo & Ensemble Evening

When: Wednesday, April 5, 6:30 to 7:30 p.m.

Where: Gym

What: This concert features an evening of music performed by all band members and interested Lake and Sky students.

Poetry Night

Who: Everyone is welcome!

When: Thursday, April 27, 6:30 p.m.

Where: Library/Commons

What: Join us in a celebration of the written word during National Poetry Month. Enjoy poetry activity centers, poetry readings, music, and refreshments. If you are a poet (and you know it,) please consider reading your

Conference Schedule Courtesy:

School is closed for goal-setting, goal-feedback and parent conferences so these important meetings can be efficiently coordinated and consolidated. Out of respect for the teacher time involved, we ask parents to sign up for a conference during one of the times established on these days. We expect that all parents of any given student attend the same conference. Please do not schedule family vacations on school conference days or ask teachers to schedule a conference on a day other than those that are specifically dedicated to that purpose.

work. If you have a favorite poem, please consider sharing it. We will also have time to share the work we create together.

Kids' Night Out

Who: Everyone is welcome!

When: Wednesday, May 10, Time TBD

Where: Gym

What: Lake (ages 9-11) and Sky (ages 11-14) students write, cast, direct, and perform skits at this annual event.

Ponders Wander

Who: Pond Students

When: Thursday and Friday, May 25 and 26

What: Pond students spend two days taking educational field trips. They sleep overnight at school and eat pancakes in the gym on Friday morning.

Sky Camping Trips

Who: Sky Students

When: Thursday and Friday, May 25 and 26

What: Rooms 200 and 202 take their annual overnight camping trips.

Spring Concert & Cake Auction

Who: Everyone is welcome!

When: Thursday, June 1, 6:30 to 8:30 p.m.

Where: Overture Playhouse Theater

What: Every Wingra student has a role in this concert. There's dancing, singing, poetry reading, instrumental performances, and student videos. We hold a cake auction in the hallway. YUM!

Goal-Feedback Conferences (No School)

Who: Parents and Students

When: Friday, June 2, 15-minute conference

Where: Your child's classroom

What: This day is set aside for parents, students, and teachers to discuss goals for the coming year. Look for papers from your child's teacher and sign-up sheets on the bulletin board near the playground (they're usually posted about two weeks before the conferences).

Each conference lasts 15 minutes and includes your student.

Goal-Feedback Conferences are the second part of the Goal-Setting Conferences in September. During these 15-minute conferences, parents, students, and teachers discuss how those early goals were achieved or changed over the course of the year.

Look for information from your child's teacher and the sign-up sheets (posted two weeks before near the doors leading to the parking lot). Extended Day programming is available.

Graduation Picnic and Ceremony

Who: Everyone is welcome!

When: Thursday, June 8, 5:30 to 8:00 p.m.

Where: Olin-Turville Park Shelter

What: The celebration begins with a potluck picnic at 5:30 p.m. Bring a dish to share that serves 10 to 12 people and your own dishes, silverware, beverages, and a picnic blanket. Wingra provides the cake.

Conference Schedule Courtesy:

School is closed for goal-setting, goal-feedback and parent conferences so these important meetings can be efficiently coordinated and consolidated. Out of respect for the teacher time involved, we ask parents to sign up for a conference during one of the times established on these days. We expect that all parents of any given student attend the same conference. Please do not schedule family vacations on school conference days or ask teachers to schedule a conference on a day other than those that are specifically dedicated to that purpose.

The ceremony starts at 7:00 p.m. Teachers introduce each graduate with a poem. Then each graduate shares a special message reflecting on his or her time here. Bring your hankies!

LIFE AT SCHOOL

Along with the events outside of regular school hours, there are a lot of special events or programs that go on during the school day. Some of these events or activities happen every month. Some are spread out throughout the year. Others happen one special day or month. They're an important part of your child's life at school but may not involve you too much.

Field Trips

Wingra teachers draw frequently and extensively from resources beyond the walls of the school. Field trips and community involvement are important parts of the curriculum. Monthly visits to the downtown library, the "ropes course," American Players Theater, theater productions in Madison and Milwaukee, and museum and farm visits are some of the favorite trips taken each year.

These will be added to the online calendar as they're scheduled, and you will receive information in your Friday Folders or by email before the trip.

Friday Rotations

Students participate in one of these four activities on Fridays, from 2:00 to 3:00 p.m.

Friday Follies

The whole school gathers in the gym for Friday Follies. Classrooms take turns hosting Follies, in which individuals, small groups, or entire classrooms share music, skits, announcements, and projects. It's not a formal performance, but a time for everyone to be together and share some fun.

Families are always welcome to attend Friday Follies in the gym, a classic Wingra tradition.

All-School Choice

Each student can choose one or more activities from a wide variety that teachers and parent volunteers offer in each classroom. A favorite tradition of Wingra students, All-School Choice is fun and an opportunity for students of all ages to mix and become familiar with other classrooms and teachers.

In-Room Choice

Each classroom offers activities for students in that level.

Service Learning Groups

Students spend a year learning in mixed-age groups focused on an issue and partnering with institutions throughout the wider community together. Service learning groups meet monthly on Monday afternoons.

Independent Projects

Once a year, students in each level choose a topic based on their own curiosity and interests and share their findings with classmates and families through oral presentations and classroom fairs. The process is structured to suit each age group and is one unit of study during the year.

These projects go by different names and acronyms, from Interest and Activity Projects (IAP), Independent Research Projects (IRP), and Independent Projects (IP). The time varies from level to level but usually happens between January and March. Look for information from your child's teachers as this unit gets going.

Families and friends are invited to each level's fair (usually in the gym). It's a great time to see all the variety of interests in each age group and hear students talk about a subject that they've worked so hard to learn about.

All-School Unit

Who: Current Students

When: Monday, March 27 – Friday, April 7

What: Each year Wingra teachers develop an All-School Unit (ASU) of study. The whole school explores the theme in all kinds of ways. For two weeks, classes mix, ages intermingle, and kids work collaboratively on

projects or activities. The ASU work happens for about two hours each day during these two weeks, so students are still doing their regular classroom activities during the rest of the day.

Generally, during the first week, students go from workshop to workshop with their mixed-age group to get a taste of the variety of subjects within the theme. Then, during the second week, students do an in-depth exploration of one of the areas that they found particularly interesting. Students also go on field trips and hear guest speakers about their topics.

Past units include Social Justice, Winter Wonderland, Do It Ourselves, Food, Water, Change, Time, Bridges, Going Green, Science Camp, and Architecture. As you can imagine, we always have lots of ways for parents to help out. Keep an eye on the weekly e-newsletter for more information about the theme and ways to be involved.

Duck Day

Who: Current Students

When: Monday, May 1

What: This is the day we celebrate buying our school building, which we rented from 1972 to 2007. Special treats are served at lunch, and someone might just show up in a duck costume.

Switcheroo and Visitors Too Day

Who: Current Students and Incoming Students and New Parents

When: Tuesday, May 16, 9:00 to 10:00 a.m.

Where: Classrooms and Library/Commons

What: New and returning students get to visit classrooms in their levels for next year. Students get to do a practice run for what the next school year will be like. Incoming parents get a chance to meet each other, staff, and learn more about what to expect.

Fun Day

Who: Current Students (Sorry, we cannot accommodate siblings.)

When: Tuesday, June 6

Where: Front Lawn

What: Fun Day is always a highlight of the school year for our students. We are outside all day. (It's only rescheduled if there are heavy thunderstorms.)

Each class spends time at the stations, including:

Dunk tank and face paint

Karaoke

Book fair

Wet 'n wild and parachute games

Water slide

Pizza is served at noon, and everyone gets ice cream at the end of the day.

EVENTS FOR PROSPECTIVE FAMILIES

Finally, on the school calendar, there are two Open Houses listed. These are for prospective families, but we hope current families invite their friends to check out Wingra during one of these special days.

Open Houses

Who: Prospective Families

When: Saturday, November 14, 10:00 to noon and Sunday, January 24, 1:00 to 3:00 p.m.

Where: Library/Commons

What: Prospective families are invited to tour the school and visit with teachers. Current parents are their tour guides and provide refreshments in the Library/Commons.

Wingra School: Live

Who: Prospective Families

When: During the school day throughout the year.

Where: Library/Commons

What: Prospective families meet in the library to learn about our program, observe in the classrooms, and then return to the library for a Q&A with teachers.

Parents Are Partners

Our Expectations:

An open, cooperative partnership between families and Wingra staff is vital to providing each child with a successful school experience. Wingra functions most effectively when the school and the parents work together as healthy partners in the education of Wingra students. We all have important roles in this school community, and our words and actions can be extremely influential on the experience of those around us. We have borrowed some language from the Francis W. Parker School in Chicago for the following partnership message:

Parent and Staff Partnership

As parents and staff members partnered in the education and development of students at Wingra, it is our goal to:

- Communicate respectfully and openly with each other on behalf of our children.
- Volunteer and participate in the life of the school.
- Contribute our time, talents, and resources to support the school and the education of our students.

As members of the Wingra School community, we appreciate that learning thrives when we:

- Approach challenges with an open mind and a spirit of generosity.
- Demonstrate respect for diverse perspective, ideas and experiences.
- Maintain an environment that is emotionally safe and nurturing, and rich in ideas and resources.

As adults, we know that:

- Children pay attention to our words and our actions.
- We have a responsibility to model the sort of behaviors we want children to learn.

Family/Teacher Communication:

Wingra School is a learning community with children at the center. Families and teachers should keep in touch with each other to ensure consistent care between home and school. We are partners in the care and teaching of the child and effective home/school communication is a critical ingredient. Please keep us informed of any concerns and any news about your child that may alter his/her school day. No detail is insignificant if it helps us to understand your child better. Knowing what is working and exciting for a child is as important as learning about areas that are creating distress, so we also encourage you to let us know what school day experiences are especially meaningful to your child. Also, keep teachers posted on home happenings, new activities or vocabulary, and helpful hints with daily routines.

Our teachers are ready and willing to listen to your concerns and your joys. During drop-off and pick-up times, teachers are busy with the children so it may not be the best time for a full conversation. Talk to, email or write to your child's teacher about the best time to check in for a more lengthy conversation.

Message boards are available outside of each classroom. If you need to speak with a teacher, please leave this request on the message board. You may also leave a message for the teacher via voice mail or email.

Goal Setting Conferences are 15-minute conferences with you, your child, and your child's teacher(s) held in late September. At these conferences, all parties will discuss individual learning goals for the upcoming year. School is closed on the day of these conferences

Parent/Teacher Conferences are held in November and March. While there is no school on those days, parents should plan on attending a conference sometime between 7:30am and 4:00pm. Being a small school, we enjoy the opportunity for regular dialogue with you. The conferences provide an additional opportunity to sit down and reflect with teachers on your child's school experience. Families may, however, request an additional conference at any time during the year.

Documentations of learning are displayed throughout the school and are another form of family-teacher communication as they illustrate examples of the students at work, the depth of their thought processes, their approach to projects, and their collaboration with each other. Student work on display may be found in the

classroom or in the main hallways. We encourage ALL families to review the displays throughout the school to see the different activities that Wingra students are involved in while at school.

Other Regular Communication Channels Include:

- Open House for Nest (Rooms 100 and 102) Students
- New Family Orientation
- Parents' Night
- School-Wide Open Houses
- End of Week Electronic Flyers
- Monthly Family Calendar
- Friends of Wingra Newsletter
- Wingra Directory
- Parents' Bulletin Board (near the playground entrance)
- The Wingra School Website www.wingraschool.org

Keep the Communication Flowing: Where to take questions or concerns at Wingra School

You have questions? We have answers! Consult this list to find out who can best help you.

Check with **your child's classroom teachers** if you have a question or concern related to:

- Your child's classroom – daily schedule, field trips, etc.
- Your child's experience at school – class work, interactions with others, a conflict or problem
- Curriculum at your child's level.

Check with **Debbie Millon, Head of School**, if you have questions related to

- School policies, realms of authority/decision making
- Long-range planning and building projects
- Independent schools/progressive education (wider context)
- Board of Trustees

Check with **Rachel Weinberg, Admissions and Program Coordinator**, if you have questions related to

- Admissions
- School program (big picture curriculum, extra-curricular activities, progressive education at Wingra)
- An incident with your child that required a report

Check with **Elizabeth Garcia, Administrative Secretary**, if you have questions related to

- Attendance/school day appointments
- School-day medication
- Hot lunch/pizza and Snack

Check with **Mary Campbell, School Stewardship and Sustainability Administrator (draft)**, if you have questions related to

- Wingra's relationship with the city and neighborhood
- Connections or stories to share about Wingra alumni

Check with **Bonnie Schey, Business Manager**, if you have a questions related to

- Tuition or fee payments
- Tuition assistance
- School budget/finances

Check with **Rebekah Young, Communications & Marketing Coordinator**, if you have questions related to

- Weekly parent e-newsletter and the quarterly Friends of Wingra newsletter
- Parent service program
- School events
- School website
- Monthly calendar
- Marketing

If you have a concern that you feel affects the greater Wingra community, please contact the Head of School to schedule a time to meet and share your concern in person. The health of our school community depends on respectful, direct communication and dialogue. Please support this value by addressing any concerns you may have through appropriate school channels and by encouraging others to do so as well. Classroom concerns should be taken first to the teachers.

Our school is a forward-looking agent for positive change in the world and we all share a responsibility of promoting and protecting this important institute of learning. Wingra School has a forty-four year legacy of preparing students for the world of the future by promoting meaningful learning in a cooperative and collaborative environment. We are very proud of our school and our mission and fortunate that you are a part of what makes it great. Thank you for sharing in the stewardship of our learning community.

Partnerships with YOU:

We encourage families to become actively involved in Wingra community life. We value the varied contributions that families make to support and strengthen our school. We believe that strong family-child-teacher relationships help provide an optimum schooling experience for everyone.

There are many ways in which you can participate in Wingra. We understand and respect that life is busy. Going above and beyond is simply that...doing MORE THAN you already do. It often seems impossible to fit one more thing into your day. So then it comes down to priorities. Your child is at Wingra because progressive education and a positive learning environment and community are your priority. To enhance this overall experience for your family and for all the families at Wingra, we ask that you join in our partnership.

We make it easy for you!! To support your investment in your child's education we encourage you to participate in whatever way works best for you. We ask families to consider how they'd like to participate in school life and enhancement. After receiving your *Parent Service form*, we organize committees and tasks and let you know where your skills, talents and offerings can be best put to use! Joining a committee and volunteering your time becomes a wonderful way to not only support your child's journey but also to create relationships with other Wingra parents. In advance, thank you for your time, your energy, and your commitment to your child and our entire community.

Fundraising:

At Wingra, our current annual budget is driven by tuition revenue. Tuition supports teacher and staff salaries, classroom supplies, and general overhead. Yet, as with almost all independent schools, tuition alone cannot cover all of the costs of running our school. Therefore, we depend on fundraising to balance our budget.

We will hold fundraising events during the 2016-2017 school year. Information on events and ways that families can participate will be given throughout the school year. The school could not survive without these efforts and we appreciate the time and money that is donated to ensure Wingra's continued success.

Other Ways to Support Wingra:

We are fortunate to have a strong community of parents, alumni, grandparents, staff, and special friends who provide the school with financial and volunteer support. All support is crucial in advancing Wingra's mission and helping us remain a viable choice in independent schools.

Donate to the Wings for Wingra Annual Campaign

Tuition does not cover the full cost of educating a Wingra student. The Board of Directors strives to keep tuition as affordable as possible so as to have the most diverse student body enriching all of the students' experiences. To do this the school must rely on other sources of revenue. A successful independent school must rely on a strong commitment from its entire community.

Each year, Wingra relies on the Wings for Wingra Campaign to strengthen our operating budget in many significant ways. It allows us to expand our tuition assistance, raise teacher salaries, build educational programs, maintain our building, and provide exciting professional opportunities for our teachers. We call upon our remarkable community of parents, grandparents, alumni, and special friends to provide some of the difference between tuition revenue and the actual cost of educating a student.

Make an In-Kind Donation

If you are interested in donating goods or services to Wingra, please contact the Head of School.

Thank you in advance for supporting Wingra School in all of the ways that are required to run an independent school. Your active participation provides a vibrant learning community for your child that will continue to grow and thrive. We welcome suggestions and special skills that you might be able to bring to the community that extend beyond the following opportunities.

School Policies and Logistics

Arrival to School:

Arrival is 8:30am for students

Morning Entrance Procedures

Students and parents are invited to enter the building through our main entrance when the bell is rung at 8:30 am. *Please note that families may not enter the building until 8:30 am.* The minutes before 8:30am are very important to your child's teacher(s). From the moment they arrive at school up until 8:30am, Wingra teachers are setting the tone for the day, preparing the classroom environment, consulting with one another, and gathering the energy, focus, and intention they need for tending well to our children and program. In order to respect this time and the effort that goes into planning for the day, families are asked to remain OUTSIDE the school building until the bell is rung at 8:30am, unless they have signed up for our –no fee– before school supervision *Thank you for your understanding.*

Before School Supervision and Care

Wingra School offers a Before School Care option from 7:45-8:30 each school day, free of charge, in recognition that family schedules can vary from day to day and sometimes it is helpful to have an early drop-off option. We can accommodate up to twelve students on any given morning. Parents may register for before school care by emailing Elizabeth in the office at elizabeth@wingraschool.org.

Students who arrive after 8:15 will be supervised outdoors until the start of the school day. As always, we expect students to arrive at school with outdoor clothing appropriate to the weather. When it is raining or the temperature is dangerously cold outside, students will wait inside in the main entryway until school begins.

Absences/Lateness/Illness

If your child will be absent or arriving late, please call and leave a message for the office staff by 9:00 am. We appreciate the respect you have for your child's education and your commitment to on-time arrival. Thank you.

Dismissal from School:

Dismissal time is **2:00 pm on Mondays**
 3:15 pm Tuesdays through Fridays

Dismissal Procedures

The end of the day is a special time for students and teachers to reflect on the day and to bid a personal farewell. We ask you to please keep classroom doors clear for children to exit, and wait by your child's locker or outside on the back playground. *Please be prompt in picking up your children after school. Wingra staff members often have planning meetings or parent meetings after school and are not available to supervise students.*

At the close of the school day, students are entrusted to a parent or other designated adult for pick-up. School personnel are not responsible for supervision of students after dismissal. Students may not be left at school unsupervised. If a student remains on the playground after school, a parent or other designated adult must be present to directly supervise that student. *Students who are in the school or on the front or back playgrounds school dismissal without parental supervision will be signed in to our Extended Day program and families will be charged accordingly.*

Early Pick-up

Please check in with the school office staff prior to picking up your child. Only parents/guardians or people authorized by the parent/guardian may take a child out early from Wingra School. For the safety of your children this procedure is strictly enforced.

After School Plans

Any plans for non-Wingra related after-school activities should be made at home prior to coming to school.

For Your Safety

Wingra families may not drive in, park in, or play in the school parking lot. Children are not allowed to play in the snow piles from plowing that are in the parking lot.

Adjustment Period:

Children all respond differently to change. Some will be excited about trying something new, some will be nervous, and most will have both feelings at different times. It is normal for your child to cry when you leave, but is also normal for him/her not to miss you at all. It is also normal for your child to be a bit anxious for the first few weeks and then fine, but it is also normal for him/her to be excited at first and then have a few weeks where it is more difficult to say goodbye.

Keep in mind that the anxiety about saying goodbye is usually the most difficult part. Once the parent leaves, children are almost always fine within minutes. Please let your child know when you will be leaving the classroom. This helps your child to develop confidence and trust that you will always come back. Teachers will comfort the children and help them feel supported. We will work with each family to find a drop-off routine that works well for both the parent and the child. Also, please know that if a child is truly having a difficult time adjusting, and doesn't seem to feel better shortly after you leave, we will absolutely let you know so that we can work together to find a solution. Please feel free to call the school at any time to see how your child is doing.

Transportation:

Getting To and From School:

- If you are arriving by car, please drop your children off at the curb on Western Avenue, or park and escort them across the street. *To assure student safety, parking/driving through the school parking lot is not allowed. Please be respectful of parking regulations and laws, the 20 mile per hour school zone speed limit, and Wingra neighbors' driveways when you are bringing your children to school or picking them up after school.* We foster positive community relations and this is one of the ways that we can show respect for our neighborhood and the people who live here. PLEASE BE SURE YOU ARE NOT BLOCKING A RESIDENT'S DRIVEWAY.
- A bike rack is available near the Western Avenue entrance for children who bike to school. Bicycles should be locked. *Please be sure your child is wearing a bicycle helmet.*
- Skateboards, in-line skates, scooters, etc. may be used for transportation, but their use is not allowed when school programs are in operation. Safe, lawful skateboarding is allowed in Dudgeon Park with parental supervision before and after school. Although the park is a public one, Wingra School has legal authority to enforce safety rules when our programs are in session, between the hours of 8:30 am and 6:00 pm. We expect our students to exhibit the Wingra safety and courtesy rules at all times. Students who violate these rules will lose the privilege of bringing their skateboards, etc. to school. We strongly recommend the use of protective head and body gear.
- Busing: Students who ride an eastbound bus home are asked to cross Monroe Street with the crossing guard and stoplight at Glenway. Bus passes may be purchased in the school office between 8:30 – 9:00 am. The cost is \$10.00 for a 10-ride card.

Crossing Guard Schedule:

Glenway & Monroe:	Monday	7:35 – 8:35 am; 1:45 – 2:45 pm
	Tuesday – Friday	7:35 – 8:35 am; 3:00 – 4:00 pm
Nakoma/Odana/Monroe:	Monday	7:35 – 8:35 am; 1:45 – 2:45 pm

	Tuesday – Friday	7:35 – 8:35 am; 3:00 – 4:00 pm
Seminole/Nakoma	Monday	7:00 – 8:45 am; 1:30 – 2:45 pm
	Tuesday -- Friday	7:05 – 8:35 am; 2:30 – 4:00 pm

Students must wait for the crossing guard's signal before entering the street.

Clothing, Outdoor Play, Sunscreen and Bug Repellant:

Children should wear casual clothes to school suitable for the weather. Please label all clothing and boots with your child's name. Also, please note the following special conditions:

- Gym shoes should be worn on gym days.
- Please send an extra change of clothes in a bag marked with your child's name.
- Boots may not be worn in the classrooms. Send shoes/slippers for inside wear in the winter.

We try to be outside everyday so please send your child prepared for the outdoors. Children's enjoyment of the outdoors is directly related to their comfort. Shoes and sneakers are preferred over sandals, flip-flops, and clogs in order to ensure safety when running or climbing outside. In the winter months, please send in *extra* socks and warm, water-resistant mittens. Please select outdoor clothing that is warm and water-resistant/proof to enhance their enjoyment. Hats that cover ears, water-resistant mittens, neck warmers, warm boots, and thick or extra socks are all great choices. Also, please note the following regarding winter outdoor gear and play:

- Children must wear hats, boots, winter jacket, snow pants, and mittens for sledding.
- Children should store their winter boots in the boot boxes located in the hallways.

Just as there are many different brands of sunscreen and bug repellant, families have many different preferences about what they do and do not want on their child's skin. If your child needs sunscreen/bug repellant, please send in a bottle clearly labeled with his/her name. Please apply sunscreen on your child before coming to school. This helps teachers greatly with the transition to outside time.

Lost/Forgotten Items:

Lost items will be kept in a lost and found bin located near the school office. At the end of each month, unclaimed items will be donated to a local charity. Forgotten items may be retrieved from the student's locker until 6:00 pm. Monday-Friday with the use of your pass code. At that time the doors are locked. *Please note that the building custodians will not open classroom or office doors for non-staff persons.* The building is locked on weekends.

Lunch, Snacks and Nutrition:

Wingra School Snack Guidelines

Wingra School has a long-standing tradition of community snack that is shared in each classroom. Children are offered a morning snack every day which is provided by Wingra families on a rotating basis. Snack time at Wingra is an important part of our school day. It offers us a chance to refuel, relax and socialize with other members of our learning community.

Thank you for your help and support providing healthy and nutritious snacks for our students and teachers. A monthly snack schedule will be sent home in the Friday folders. Please review the schedule and if a change needs to be made please arrange a switch with another parent and notify your classroom teachers of the switch. Each level will share their established routine regarding washing dishes etc. Please check with your child's classroom teacher with any questions.

We ask parents to make sure all snacks are NUT FREE. However, if your child has additional allergies you may choose to provide a separate snack, or ask the classroom teachers if you can keep some extra snack (non-perishable) at school in the event your child cannot have the snack on certain days.

Healthy snacks may include a combination of a fruit and/or vegetable, protein and whole grains.

A note about Birthdays: Birthdays can be highlighted and celebrated in the classroom without a “birthday treat”. If a birthday snack is provided, it should fit within the snack categories listed

Wingra School Snack Category Lists

This list of snacks falls into three categories or columns. When it is your day to bring snack, please select items from two of the three columns to prepare for the class. Many experts recommend always serving a fresh fruit or vegetable and one other snack. In other words, you would choose something from column A and one thing from either column B or column C.

Remember to read the labels carefully to make sure the products are nut free. **Snacks that do not fall into the guidelines will not be served to students**

A: Fruits & Vegetables	B: Carbohydrates	C: Protein
<p><u>any type of fresh vegetable</u> (carrot sticks, peppers, green beans, cucumber, cauliflower, mushrooms, broccoli, cherry tomatoes, celery, zucchini, edamame, etc.)</p> <p>can include hummus or dip</p> <p><u>any type of fresh fruit</u> (apples, bananas, grapes, oranges, tangerines, pears, peaches, melons, grapefruit, pineapple, plums, berries, etc.)</p> <p><u>other</u> salsa apple sauce dried fruit</p>	<p>pretzels bagels cereal healthy muffins or breads pita bread rice cakes cheese quesadillas granola bars baked tortilla chips cracker snacks popcorn breadsticks ½ sandwiches</p>	<p><u>dairy</u> yogurt fruit or vegetable dip string cheese cream cheese frozen yogurt bars milk</p> <p><u>other protein</u> beef sticks low-sodium jerky hard-boiled eggs deli meats hummus sunflower seed butter pumpkin/sunflower seeds</p>

Please no fruit roll-ups or gogurt.

Lunchroom Expectations for Children

In general, students may sit at any table they wish in the lunchroom. Families with a child who has serious food allergies should contact the school to establish appropriate lunchtime arrangements. When there is need to do so, we establish a peanut-free and/or a nut-free zone at one table for students with life-threatening allergies.

- Children may not move from table to table during lunch time.
- Children are responsible for throwing their trash away and wiping their spot at the table. This includes picking up any trash that they may have dropped on the floor.
- Children are to use conversational voices while in the lunchroom. This shows respect for all who are there. Yelling is not allowed.
- Parents may visit and share lunch with their child occasionally. Please make arrangements with classroom teachers in advance.
- On "Pizza" days (Thursdays) children are allowed to order pizza for lunch. Order slips are sent home with the Friday folders.
- On Fridays, Hot Lunch is available. The food is ordered in advance and is delivered to the school. The meals are all organic and parent volunteers assist in serving the food. Order slips are sent home with the Friday folders.
- On some beautiful weather days the whole student body eats lunch together outside in front of the building on the grass.

- Lunch teachers will help children open containers and visit with the children at each table. They also remind children to eat and/or clean their spots if they forget to do so.

Lunch Time

Lunch time is from 12:15–12:45 pm. Wingra offers a hot lunch program on Thursdays and Fridays only. On other days, children should bring a healthy lunch from home in appropriate containers. (No glass bottles or containers). Refrigeration and microwaving are not available for students. Healthy drinks such as milk or juice are encouraged; soda is not allowed. Please put your child’s name on his/her lunch container.

Process for Winter School Closing Notification:

- When the decision is made to close school due to inclement weather, this is posted on the Wingra School website (www.wingraschool.org) and an email message is sent to parents. Information is also shared with local television stations (WISC - 3, WKOW-27, & WMTV-15) and is included in their broadcast and on-line school closure announcements. This decision is made as early as possible – often by 6:30 am.
- Wingra School will *always be closed* when the Madison Public Schools are closed due to inclement weather. We will also follow MMSD’s decisions regarding weather-related later start times.
- Because our families commute to school from a wide geographical area, Wingra School *may be closed* when the Madison Public Schools remain open.
- During inclement weather, parents may decide to keep their child(ren) at home or come to school for an early pick-up based on their own assessment of safety.
- Cold Weather Dismissal Procedure: **If their rides are late on severely cold days, students should report to Elizabeth’s office, Room 104A, to wait for their parents/guardians.**

Process for Emergency School Closing Other Than Snow Emergencies:

- For emergency closure not weather-related, you will receive a phone call from either a staff member or a parent from your child's room and will receive updates via email.

Health, Safety, Security and Procedures

School Security System:

The safety and well-being of students in our care is always the top priority at Wingra. While maintaining our identity as a warm, friendly and welcoming community is very important to us, we limit access to the building during most of the school day by keeping doors locked in the interest of student safety. Our new main entryway will be unlocked briefly during arrival and pick-up times. Entrance to the building at all other times requires using the pass code access system. Families of students enrolled at Wingra will be issued an individual 4-digit pass code which will allow access to the building during business hours. Entering the building at any time other than the established arrival and pick-up times will require using this family-specific pass code.

Pass Code Protocols

Keep your pass code with you at all times in purse or wallet.

Do not share your pass code with anyone else, unless that person will be regularly transporting your child to and from school.

Do not let someone else into the building using your pass code.

Please do not share your pass code with your child. If your child needs to enter the building when you are not present to enter the code, s/he may use the doorbell/intercom system to be admitted. If you forget or lose your pass code, contact Elizabeth or Rick *via email* (elizabeth@wingraschool.org or rick@wingraschool.org), to request information. Access codes will not be given out by phone.

<u>Main NEW Entryway Open for Arrival</u>	Monday – Friday	7:45am – 9:00am
<u>Main NEW Entryway Open for Pick-Up</u>	Mondays	1:45pm – 2:15pm
	Tuesdays – Fridays	3:00pm – 3:30pm
	Half-Days	11:45am – 12:15pm

Emergency Contact:

If your child becomes ill at school, we will first attempt to call you. If you are unavailable, we will call the person(s) listed on your emergency card. *Please remember to notify the office if there are updates to your child's emergency card.* If you are going to be out of town when your child is attending school, please write us a note stating when you will be gone, who is responsible for taking care of your child with contact information, and the phone number/address of where you can be reached in case of an emergency.

Contagious Diseases/Head Lice:

Please notify the school promptly so we may inform other parents that their children may have been exposed. If a child has head lice, the child should be treated before coming to school and the child's hair should be free of nits. A member of the Wingra School staff will check to make sure your child is free of nits before he/she enters the classroom. Information about the treatment of head lice is available in the school office.

Health Screenings:

Vision screenings are conducted at school each spring. If you have serious concerns about your child's vision or hearing, please contact your pediatrician. It may be helpful to speak you're your child's teachers about their observations during the school day.

Emergency Situations:

In a medical emergency situation, school personnel will immediately attempt to reach the parent/guardian of the child. If the parent/guardian cannot be reached, the Head of School (or school representative) will arrange to have the child transported to a hospital emergency room and stay with the child. At no time will your child be left alone at the hospital.

Medication Dispensation:

We do not allow students of any age to self-medicate. If your child needs to take medication (prescription or non-prescription) during school hours, please send the medication in the original container with instructions along with the physician's order and a parent consent form to Elizabeth in the school office, Room 104A. A medication log is kept for all medication given out. *Other than prescribed inhalers, no medication is to be kept in the child's locker or with the child.* Only staff members who have required training may dispense medication.

Cold Weather Restrictions:

All children go outside at recess time. In the winter we go out unless the wind chill temperature is below -15 degrees Fahrenheit. Please make sure your child has clothing appropriate to the weather at all times. If your child has a medical condition that would prohibit him/her from going outside in cold weather, please have your physician send a note to the school office.

Illness:

If your child is ill and will be absent, please call the school office by 9:00 am. If your child is ill, please keep him/her home until they can participate in a full school day. All children go outside at recess for fresh air and exercise. If your child has chronic, health-related complaints that limit school involvement, please talk with us about your concerns so that we may work with you in finding the cause and finding a solution.

Playground Rules and Expectations:

The following rules and expectations are to be observed during the week between the hours of 8:30 am and 6:00 pm and any other time Wingra School programs are in session:

- "Be safe, be kind," is the common refrain heard regularly on our playground. Supervising adults will intervene if they observe an unsafe situation and children must alter or cease the activity to assure safety.
- Children are expected to be respectful of one another and the whole Wingra community at all times. Physical and or verbal violence of any kind will not be tolerated and could be cause for the student to be sent home or for dismissal from the school.

- Swings: If there is a line of children waiting to swing, the children should stand off of the rubber chips while they wait so they're not hit by the swings. A time limit will be implemented if children are waiting to swing.
- Children are not allowed to *stand* on top of the monkey bars or the cylinders connecting the slides.
- Children like to play bumper cars on the slides. If they are doing this, they should sit sideways with their feet dangling over the edge to prevent anyone from getting kicked in the head or other body areas. The person who gets bumped off of the slide should be clear of the slide before another child slides down.
- Football may be played on the west side of the basketball court and only touch football is allowed.
- Children are not allowed to chase balls that go outside of the playground area. They are to contact a supervising adult if they lose a ball or other playground toy.
- Throwing snowballs at other people is not allowed. Throwing snowballs at a designated target on the perimeter of the playground may be allowed (with adult supervision). Children *are* allowed to make forts, snow people, and/or other snow structures.
- Sledding occurs on the front hill. During the school day, children use only the sleds provided by the school. Specific sledding areas are delineated and lines are formed (usually three) and children in each line go down one at a time. Children go all the way to the bottom before the next child or train is allowed to go down. *Children may not go down the hill head first.* Each child brings his/her sled up the hill and gives it to the person next in line. Supervising adults are stationed at the top and at the bottom of the hill to ensure safe sledding. Children who sled must have the proper winter clothing--a snowsuit or extra pair of pants, boots, mittens, hats, and scarves.

Safety Statement:

The safety of your children is of the utmost importance to us. If children are not safe, then we are not meeting the most basic and necessary goal of our school. However, given that it is not always entirely clear what "safe" means, we want to define it more completely. To start with, we want to ensure that children feel safe when they are here, that they are kept safe from serious injury, and that their social and emotional well-being is nurtured and protected.

We also strive to build solid relationships between teachers, parents, and the children. Strong, open relationships are our best defense against the undesirable aspects of the world. As we work with parents and we encourage them to become a part of the community, we get to know each person individually so that we know when someone new walks in the door, and we know who we can really depend on. As a staff, we regularly have open and frank conversations about risks, concern, safety, and more. We have a supportive environment that, in a natural way, ensures that teachers are handling problems as a team. We have created a close-knit community rather than a collection of strangers.

In addition, we also believe that with the responsibility of the protection of children, comes a responsibility for the protection of their rights. Besides asking us to watch over your child, you are also charging us with ensuring that your child has the right to participate, the right to speak their mind, and the right to the pursuit of happiness. This responsibility is no less important to us. We seek to balance the need for protection and participation in such a way that honors adults' concerns and fears about safety, while also honoring the child's need to take reasonable risks, to explore their world freely, and to experience success and failure first-hand.

We believe it is important to ensure that children have opportunities to take risks. It is beneficial for them to experience the normal bumps and bruises that accompany a true and authentic experience, so that they have a chance to learn first-hand what the consequences of their actions are. Wingra School allows children to experience small risks in a safe environment where they are supported as they experience and learn to handle pain, disappointment, and conflict, as well as excitement, friendship, and joy. We work to empower children to say "no" to anything they don't like, to seek help when they need it, and to stand up for one another. Our goal is to look to our children, our surroundings, and our community to make accurate assessments of the true risks at hand as we work together to protect the physical and emotional well-being, as well as the rights, of the children (and the adults) in our community.

If you have additional specific questions about security, safety, or anything else, we are of course more than happy to talk with you in person or on the phone.

Asbestos Notification:

Wingra School has removed all thermal system insulation from steam and plumbing pipes as well as all asbestos insulation in the boiler room. This includes 1st and 2nd floor as well as the crawl space under the building. There is no asbestos in the plaster walls nor is there any in the ceiling tiles.

There is some asbestos in the older floor tiles (nine inch tiles can be 5%) but it is not considered friable* unless the tile is removed or broken up. There is non-friable asbestos (2%) in the terrazzo and some in the mastic adhesive (also non-friable) under the floor tile.

Wingra School is inspected every 6 months by an authorized asbestos inspector according to AHERA regulations.

- *"friable" refers to asbestos which can be crumbled by hand. i.e. asbestos contained in cement would be considered non-friable unless the cement was damaged.*

Thank you!!

We would like to thank all of the families, children, teachers and staffs that have chosen to come together and participate in the creativity and intellectual curiosity that make the Wingra School a compassionate and exciting community of learners. We honor each individual's contribution while also knowing that the spirit of the whole community is greater than the sum of its parts. We are looking forward to a wonderful school year together.

Thank you for choosing the Wingra School for your family.