



**St. Mary School**  
1406 Main Street  
Luxemburg, WI 54217

Rev. Daniel J. Schuster - Pastor  
Roxie Zellner - Principal  
Jennifer Delebreaux - Administrative Assistant

## 3K & 4K Information 2025-2026

### 4K Information

- Our primary goals of 4K include: Bridging the gap from 3K/daycare to full-day kindergarten. We do this by following a regular routine and laying a solid foundation in reading, writing, and math. By the end of the school year, we expect that all students will be able to recognize their full name, write their first name, identify all uppercase and 50% of lowercase letters, begin to identify different letter sounds, answer questions about stories, identify and count numbers up to 20, identify basic shapes and colors, and recognize patterns.
- Students must be 4 by September 1, 2025 and fully toilet trained to attend. More information can be found below.
- The 4K program runs from 7:45 AM - 2:55 PM, Monday - Friday when school is in session.
- Parents may drop their child off between 7:30am - 7:45pm.
- We closely follow the Luxemburg-Casco School District calendar.
- The tuition rate for the 2025-2026 school year is \$4,824.00. Parents may pay in full by July 15, 2024 to receive a discounted rate of \$452.80. Other options include making payments over 8-months September - April at \$603.00 per month.
- Families are also encouraged to take part in our SCRIP Program that allows for 50% of all profits to be added directly towards tuition assistance for your child. Grandparents, aunts/uncles, family friends, etc. may all participate with their profits going towards tuition assistance for your child. The average active family with SCRIP reduces their tuition by almost \$100.
- St. Mary School participates in the Wisconsin Parental Choice Program (WPCP). If your family qualifies, you would receive free tuition. Please see the attached flyer for more information.
- We offer a before school program that runs from 7:00 AM to 7:30 AM. We do ask that if you plan to utilize this program that we get a 2 week notice. The cost for this program is \$5.00 per day. Breakfast is not provided, however parents are allowed to send a simple snack and drink with their child.
- Our after school program SMASH (St. Mary After School Help), runs from 3:00 PM to 5:30 PM every day school is in session. The cost for this program is \$10.00 per day for St. Mary Students. This program is not available on half days. On early dismissal days for inclement weather we do not offer SMASH.
- For both our before school and after school program, we do NOT require a set schedule. These programs are designed to serve you and your family. For the after school program you may add or pull your child from the program at any time up until 1:00 PM each day. You will not be charged for pulling your child out of the program late or for a late add on. For the before school program, we do ask that we get a 2 week notice. For both programs, parents will receive an invoice once a week for services received.

- A typical day in 4K involves morning play time to encourage social relationships, carpet time to listen to a story/learn different parts of the calendar/talk about the weather, a daily special (music, art, phy ed, computers, library), reading curriculum/centers that focus on prewriting, math/numbers, etc, recess and snack time. Students will also attend mass 1-2 times a month. Most of these activities take place between 7:45 AM and 11:30 AM. Students will then have lunch and recess from 11:30 AM - 12:30 PM. When they come in from recess, students will use the bathroom before rest time. Rest time may go from 12:45 PM - 1:45 PM. When students wake up, they have a snack and centers before packing up and getting ready for dismissal.
- Our 4K classes will be limited to two sections of no more than 17 students in each section. Each section will have one classroom teacher and a shared teachers aide. A second teacher's aide will be added as needed.
- Can my child go part-time? Yes and no. In the past we have allowed families to go part-time. However, as we start to add our reading and math curriculum, missing days can start to be challenging. If you're considering sending your child part-time, please connect with the principal so together we can come up with a schedule that best meets your family's needs.
- Students must be 100% toilet trained prior to starting school. This means no pull ups and no assistance wiping in anyway. This is done for the safety of our students and staff. Per our policy, if two accidents occur, they will be treated as an accident, although a parent may be called to help assist in the cleanup. If a third accident occurs, the student may be asked to stay home for a day. If a fourth accident occurs, the student may be asked to stay home for a full week. If you have questions, please reach out to the school principal.
- 4K students may use the Luxemburg-Casco school bus to be transported to or from school. Parents may also drop off and pick up their child instead of using bussing.
- To help with bussing, all 4K students are given direct support with bus transfer on the first two weeks of school from St. Mary School. Students will also be given name tags with bussing information.
- Students do not need to be Catholic to attend St. Mary School. We do ask that all students participate in our initial religious instruction (making the sign of the cross, genuflecting in church, and saying simple prayers before meals), and attend mass with the class a few times a month.
- If you're interested in a personal tour that fits your family's schedule, please reach out to the school principal at [smsprincipal@stmarysluxemburg.org](mailto:smsprincipal@stmarysluxemburg.org) or by phone at 920.845.2224.

## 3K Information

- Our primary goals of 3K include: Getting students comfortable in a school setting, teaching students basic school routines, and teaching students how to play, work, and share with other students.
- Students must be 3 by September 1, 2025 and fully toilet trained to attend. Per our policy, if two accidents occur, they will be treated as an accident, although a parent may be called to help assist in the cleanup. If a third accident occurs, the student may be asked to stay home for a day. If a fourth accident occurs, the student may be asked to stay home for a full week. If you have questions, please reach out to the school principal.
- The 3K program runs from 7:55 AM - 2:55 PM, Monday - Friday when school is in session.
- Parents may drop their child off between 7:30 AM - 7:55 AM.
- We closely follow the Luxemburg-Casco School District calendar.
- The tuition rate for the 2025-2026 school year is \$4,824. Parents may pay in full by July 15, 2025 to receive a discounted rate of \$4,582.80. Other options include making payments over 8-months September - April at \$603.00 per month.
- Families are also encouraged to take part in our SCRIP Program that allows for 50% of all profits to be added directly towards tuition assistance for your child. Grandparents, aunts/uncles, family friends, etc. may all participate with their profits going towards tuition assistance for your child. The average active family with SCRIP reduces their tuition by almost \$100.
- We offer a before school program that runs from 7:00 AM to 7:30 AM every day school is in session. We require a 2 week notice for this program. The cost for this program is \$5.00 per day. Breakfast is not provided, however parents are allowed to send a simple snack and drink with their child.
- Our after school program SMASH (St. Mary After School Help), runs from 3:00 PM to 5:30 PM every day school is in session. The cost for this program is \$10.00 per day for St. Mary Students. This program does not run if we have a half day of school or if school is let out early for inclement weather.
- For both our before school and after school program, we do NOT require a set schedule. These programs are designed to serve you and your family. For the after school program you may add or pull your child from the program at any time up until 1:00 PM each day. You will not be charged for pulling your child out of the program late or for a late add on. For the before school program, we do ask that you give a 2 week notice. For both programs, parents will receive an invoice once a week for services received.
- A typical day in 3K involves playing to encourage social relationships, story time, centers that focus on prewriting, math manipulatives, etc, recess and snack time. Students will also attend mass 1-2 times a month. Most of these activities take place between 7:55 AM and 11:30 AM. Students will then have lunch and recess from 11:30 AM - 12:30 PM. When they come in from recess, students will use the bathroom before rest time. Rest time may go from 12:45 PM - 2:30 PM. When students wake up, they will have a snack and play time before parents pick them up.
- Our 3K class size will be limited to 12 students. A cap of 12 students will not be exceeded.
- Can my child go part-time? Yes and no. In the past we have allowed students to attend part-time, however the challenge we run into is that part-time parents always ask to add more days as the school year progresses. This puts us in a very difficult spot. As a result, part-time spots are given in high moderation and must be discussed with the principal.
- Students must be 100% toilet trained prior to starting school. This means no pull ups and no assistance wiping in anyway. This is done for the safety of our students and staff. Per our policy, if two accidents occur, they will be treated as an accident, although a parent may be called to help assist in the cleanup. If a third accident occurs, the student may be asked to stay home for a day. If a fourth accident occurs,

the student may be asked to stay home for a full week. If you have questions, please reach out to the school principal.

- Per Luxemburg-Casco School District policy, 3K students are not allowed to use the school bus to be transported to or from school. Parents are responsible for providing transportation each day.
- Students do not need to be Catholic to attend St. Mary School. We do ask that all students participate in our initial religious instruction (making the sign of the cross, genuflecting in church, and saying simple prayers before meals), and attend mass with the class a few times a month.
- If you're interested in a personal tour that fits your family's schedule, please reach out to the school principal at [smsprincipal@stmarysluxemburg.org](mailto:smsprincipal@stmarysluxemburg.org) or by phone at 920.845.2224.