



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

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

## 3K & 4K Information 2026-2027

### 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. Academic skills that help prepare students for 4K include an introduction to the alphabet, recognition of their first name, and identification of basic colors and shapes.
- Students must be 3 by September 1, 2026 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 - 2:45 PM, Monday - Friday when school is in session.
- Parents may drop their child off between 7:30 AM - 7:55 AM.
- While we generally follow the Luxemburg-Casco School District calendar, there are a few exceptions. We will notify you in advance of any days that differ from the district's schedule.
- 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. 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. 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, calendar and story time, centers that focus on prewriting, math manipulatives, etc, recess and snack time. Their specials include extra morning recess and a weekly visit to the library. Students will also attend Mass on Holy Days of Obligation. Most of these activities take place between 7:50 AM and 11:30 AM. Students then have lunch and recess from 11:30 AM - 12:30 PM. When they come in from recess, students use the

bathroom before quiet rest time. Quiet rest time is from 12:45 PM - 1:40 PM. When students wake up, they have a snack and play time and pack up to get ready for dismissal.

- A firm 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 any way. 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 on Holy Days of Obligation.
- 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.

## 4K Information

- Our primary goal of 4K is to bridge the gap from 3K/Daycare to full-day Kindergarten. We do this by creating a structured environment, where students follow a daily routine. This structure provides for learning, where they build a solid foundation in fine motor, reading, basic writing, and math skills. 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, print and identify numbers 1-10, count numbers up to 20, identify basic shapes and colors, recognize patterns, and learn about the basics of religion.
- Students must be 4 by September 1, 2026 and fully toilet trained to attend. More information can be found below.
- The 4K program runs from 7:55 AM - 2:45 PM, Monday - Friday when school is in session.
- Parents may drop their child off between 7:30 AM - 7:55 PM.
- While we generally follow the Luxemburg-Casco School District calendar, there are a few exceptions. We will notify you in advance of any days that differ from the district's schedule.
- 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 \$1,000.
- St. Mary School participates in the Wisconsin Parental Choice Program (WPCP). If your family qualifies, you would receive free tuition.
- We offer a before school program that runs from 6:00 AM to 7:30 AM. We do ask that if you plan to utilize this program that we get a 2 week notice. 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. This program is not available on half days. On early dismissal days for weather issues 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 carpet time to learn different parts of the calendar, talk about the weather, count, and sing. Students also attend a daily special (music, art, phy ed, computers, library, Spanish), receive reading instruction and math instruction, and have recess and snack breaks. Students attend Mass 1-2 times a month. Most of these activities take place between 7:50 AM and 11:30 AM. Students will then have lunch and recess from 11:30 - 12:30. When they come in from recess, students will use the bathroom before rest time. Rest time may go from 12:45 PM - 1:30 PM. When students wake up, they have a snack and play centers to encourage social relationships, before packing up and getting ready for dismissal.
- Our 4K classes will be limited to two sections. 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? In the past we have allowed families to go part-time however, with our reading and math curriculums, 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.
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We invite you and your family to visit St. Mary School and experience our Catholic elementary school community firsthand. If you're interested in seeing our school, learning about our faith-based curriculum, and discovering how we support the academic, spiritual, and personal growth of each child, schedule a personal tour that fits your family's schedule with the school principal at [smsprincipal@stmarysluxemburg.org](mailto:smsprincipal@stmarysluxemburg.org) or by phone at 920.845.2224.

We look forward to meeting you and sharing the joy of our school community.