Elkhorn Area School District

West Side Elementary

262-723-3297 • 222 Sunset Drive, Elkhorn, WI 53121
westside.elkhornschools.org

2026-2027 School Year

Table of Contents

Welcome 1
Annual Registration 2
Food Service 2
Technology 3
School Hours 3
Transportation 3-4
Before/After Care 5
District Calendar 6
K-12 Handbook 7
Volunteer 7
West Side PTA 7
Contact Info 7
School Supplies 8
FAQ 9
When to Stay Home 10
Pikmykid 11-13

Welcome to West Side Elementary School! Whether you are a returning family or joining our community for the very first time, we are absolutely thrilled to welcome you to the Wildcat family. We believe that school should be a place where children thrive in every aspect of their lives. The West Side community will provide a fun, safe, and caring learning environment that supports all students' social, emotional, and academic needs, empowering students to be lifelong learners.

At West Side, we strive to create an environment where curiosity is sparked, potential is nurtured, and every single student is given the support they need to achieve their highest goals. Our staff will always encourage everyone to have a voice, ensuring that students and families feel heard, valued, and respected. Together, we will foster student ownership of their education, respecting the needs and diverse learning styles of all our students. Beneath it all, we will be kind, respectful, compassionate, and supportive in everything we do, while celebrating all the growth and accomplishments of our students.

Thank you for trusting us with your child. Together, we are going to make this a fantastic, inspiring, and memorable school year. Welcome to West Side!



A message from the Principal

Annual Registration

Annual Online Registration is intended for ALL current EASD students who have completed the previous school year in the district. The annual registration process includes verifying student, family, and emergency information. Additionally, annual online registration is used to acknowledge various areas such as busing, athletics, and fee management.

To complete Annual Returning Student Registration:

1. Visit **elkhornschools.org**
2. Click on Family Access (either in the floating navigation, or under Skyward in the menu bar)
3. Log in to Family Access using your existing Login ID/Password
    a. If you forget your login, you can call your school directly for a reset
4. In Family Access click on Annual Returning Student Registration in the menu on the left
5. Click on a student and follow the prompts to complete each step

NOTE: To complete any given step during annual registration, you must click on the box at the bottom of each step that says "Complete Step # and Move to Step #."

Annual Returning Student must be completed for each of your students that attended Elkhorn Area School District last school year.

Fee Payment: During the Annual Returning Student Registration process, you will be given the opportunity to pay your student fees online. You can also make payment with cash/check in the front office of your student's school, or at a later date online by visiting the Fee Management tab in Family Access. Qualifying families may apply for a fee waiver at **elkhorn.k12.wi.us/page/fee-waiver-request**.

Students who are enrolling in the district for the FIRST time do not need to complete Annual Returning Student Registration this year. Please complete a New Student Enrollment application for any student entering the Elkhorn Area School District for the first time this coming school year.

Food Service

Families can add funds to their lunch accounts via Family Access or by dropping off cash or checks at the front office of their school.

Qualifying families are encouraged to apply for the Federal Free & Reduced Price School Meal Program. Applications can be submitted via Family Access, typically in mid-August. Paper applications are also available at the front office of your school.

elkhorn.k12.wi/page/food-service

2026-27 Meal Prices

Breakfast • $1.70
Lunch • $3.00
Milk • $0.50

SCAN ME

Technology & Chromebooks

All EASD students will be issued a Chromebook for school-related use. Chromebooks will stay at school.

Students and parents will be responsible for district-owned technology issued to them. The district will repair or replace the device, but students and parents will be responsible for the cost of those repairs or replacement devices. $15 non-refundable Chromebook insurance is available to purchase and can cut the cost of repairs to Chromebooks up to 50%.

School Hours

Office Hours: Monday through Friday, 7:15 am - 4:00 pm
School Day: **8:35 am - 3:40 pm**

Transportation

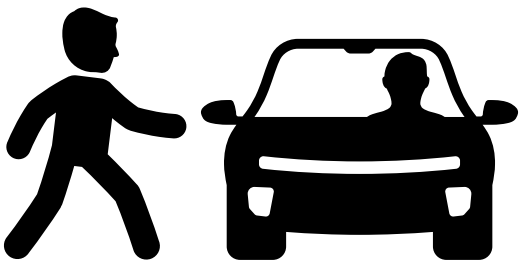
Drop-off begins at 8:25 a.m., with parents dropping off in the front of the building. To keep drop-off moving quickly, we ask that parents stay in their vehicle. We can assist if your child needs to exit through the driver's side of the vehicle. No student should arrive before 8:25 a.m. We will do our best to keep the line moving and appreciate your patience.

After school, **walkers and car riders will start being dismissed at 3:30 p.m.** Please communicate end-of-the-day transportation with your child's teacher. If there is a change in the schedule, please contact the office before 2 p.m.

We use PikMyKid, so please have your placard (which you will receive at Open House) in the front window so we can safely and quickly get your child to your car and keep the line moving. Your child is a "car rider" when they are picked up in the car line, and a "walker" when you plan to meet them outside the school.

For those **riding the bus**, click here or scan the QR code below to review the Bus Rules and Expectations.

SCAN ME



Drop-off & Pick-up Map



Before & After Care

The Elkhorn Area School District understands the needs of working parents and the need for before and/or after-school child care. Busing is available to daycare providers located within the school's attendance area, in addition to the larger daycare providers in Elkhorn.

Off-site before and after-school childcare for West Side Elementary students is available at a cost through the Elkhorn Recreation Department. BASH (Before & After School Hours) operates out of the Elkhorn Rec Center. Lakeland's Little Learners and Kiddie Kottage Learning Academy also bus to/from West Side.

Please contact the daycare providers directly for further information and costs.

Lakeland's Little Learners
262-723-8391

Kiddie Kottage Learning Academy
262-723-4504

Elkhorn Rec BASH
262-741-5114



ELKHORN AREA SCHOOL DISTRICT CALENDAR 2026-2027

July 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2027

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
3						

February 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2027

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2027

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

IMPORTANT DATES	
Staff Work Day	8/24
Staff Work Day	8/25
Staff Work Day/New Teacher Orientation	8/26
Staff Work Day/New Teacher Orientation	8/27
New Teacher Orientation	8/28
Staff In-Service	8/31-9/3
No School – Holiday Break	9/7
First Day of School	**9/8**
No School – 4K-5 only	10/29
No School – Staff In-Service	10/30
No School – Holiday Break	11/25-11/27
No School – Staff In-Service	11/30
No School – Holiday Break	12/23-1/1
No School – Staff In-Service	1/18
No School – 4K-5 only	2/11
No School – Staff In-Service	2/12
No School – Holiday Break	2/15
No School – Staff In-Service	3/3
No School – Holiday Break	3/26-4/2
Last Day of School	**5/27**
Staff In-Service	5/28
EAHS Graduation	5/29

Symbol Key

	New Teacher Orientation
	No School – Staff In-Service
	No School – Holiday Break
	No School 4K-5 only – Parent/Teacher Conferences
	Graduation
	First & Last Day for Students
	No 4K Classes (3rd Wednesday)

165	Instructional Days
14	In-Service/Work Days
6	Teacher Flex Time
2	PT Conferences/Open House

District Calendar

Student Handbook

All families should review the EASD K-12 Student Handbook annually. Information regarding district policies, practices, and procedures can be found inside.

The handbook can be found online at **elkhornschools.org**.

Volunteer at West Side

Volunteering at your student's school is easy! First, scan the QR code to fill out our Volunteer application, then call the front office and let them know you'd like to be a volunteer! **262-723-3297**

elkhorn.k12.wi.us/page/volunteer

SCAN ME

West Side PTA

The West Side PTA would love for you to get involved! Visit them on Facebook and email westsidepta@elkhorn.k12.wi.us to sign up.

SCAN ME

Picture Day

Picture Day is September 23, 2026. Retake Day is October 15, 2026.

Contact Information



Ben Kitslaar • Principal
262-741-9385
kitsbe@elkhorn.k12.wi.us



Cynthia Rehberg • Associate Principal
262-741-9404
rehbci@elkhorn.k12.wi.us



Jamie Hawkins • Admin. Assistant
262-741-9387
hawkja@elkhorn.k12.wi.us

Call the Main Office

262-723-3297

School Supplies

KG	• 1 computer headset (3.5mm) (no earbuds) • 12 #2 sharpened pencils • 1 pink pearl eraser • 2 boxes of Crayola crayons (24 or less) • 3 packages of 8 or 10 washable markers (8 classic colors) **Art:** 2 fine point black Sharpies	• 12 Elmer's glue sticks • 12 BLACK Expo dry erase markers (off brands/colored ruin boards) • 1 FISKARS child sized scissors • 1 5x8 PLASTIC ONLY pencil box • 1 set of watercolor paints • 1 backpack: NO WHEELS	• 1 reusable water bottle labeled w/child's name • 2 large boxes of kleenex • 2 large container Clorox wipes • Girls - 1 box quart Ziplocs • Boys - 1 box gallon Ziplocs
1st	• 1 computer headset (3.5mm) (no earbuds) • 36 #2 sharpened pencils • 2 boxes of 24 crayons • 2 packages of washable markers • **1 supply bag (for markers)** **Art:** 2 fine point black Sharpies	• 1 white Pentel Hi-polymer eraser • 4 Elmer's glue sticks • 1 child size scissors w/metal blade • 1 5x8 plastic supply box • 1 9x12 clipboard • 2 plastic 3-prong pocket folders (1-purple, 1-yellow)	• (1) 1" white 3 ring binder w/plastic outer sleeve • (2) 4 pack thin BLACK Expo markers • 2 large boxes of kleenex • 3 large containers Clorox wipes • 1 large box of quart-size Ziploc bags
2nd	• 1 computer headset (3.5mm) (No earbuds please) • 24 #2 sharpened pencils • 2 pink pearl erasers • 2 boxes of 24 crayons • 2 packages of washable markers • 2 Elmer's glue sticks (off brands do not work) **Art:** 2 fine point black Sharpies	• 12 BLACK Expo dry erase markers (off brands/colored ruin boards) • 1 child size scissors • 1 5x8 plastic pencil box - NO BAGS • 1 wide-lined spiral notebook • 3 PLASTIC pocket folders (any color)	• 1 9x12 clipboard (except Feucht's class) • 1 reusable water bottle labeled w/child's name • 1 box of Kleenex • 3 large containers of Clorox wipes • Girls 1 large box of quart-size Ziploc bags • Boys 1 large box of gallon-size Ziploc Bags
3rd	$3.00 Student assignment notebook to be purchased during online registration & received at school • 1 computer headset (3.5mm) • 24 #2 SHARPENED pencils (no mechanical) • 1 pack of pencil cap erasers • 1 package of pens - any color • 1 box of 24 crayons • 1 package of 10-12 colored pencils • 1 pack of glue sticks **Art:** 2 or 3 pack of Elmer's glue sticks	• 2 package EXPO dry erase markers (off brands ruin our boards) • 1 child sized scissors • 1 zippered pencil bag or box • 1 hand-held pencil sharpener • 1 box of washable markers • 1 pack sticky notes • 1 70 count single subject notebook, wide lined please (any color/design)	• (1) 1" white 3 ring binder w/plastic outer sleeve • 5 sturdy pocket folders • (1-red, 1-yellow,1-purple, 1-green, 1-your choice) • 2 large boxes of Kleenex • 1 reusable water bottle labeled w/child's name (plastic only) • 1 large container of Clorox wipes **Suggested:** Quart ziploc bags
4th	$3.00 Student assignment notebook to be purchased during online registration & received at school • 1 computer headset (3.5mm) • 48 #2 SHARPENED pencils (no mechanical) • 1 hand held pencil sharpener **Art:** 1 set Crayola or Prang watercolors **Music:** Recorder available to purchase during registration ($6); 2-pocket folder	• 1 package of pencil cap erasers • 1 box of 24 crayons • (1) 12 pack of colored pencils • 1 package washable markers • 2 highlighters (assorted color) • 1 Package Thin EXPO Dry Erase Markers • 1 pink pearl eraser • 1 glue stick • 1 zippered pencil pouch	• (2) 1-subject notebooks (any color & 3-hole punched) • 1 sturdy 2-pocket folder for Take Home • 1 pair of scissors • 4 large boxes of Kleenex • 1 reusable water bottle labeled w/child's name • 1 large container of Clorox wipes **Suggested:** Gallon, Quart or Sandwich Ziplocs
5th	$3.00 Student assignment notebook to be purchased during online registration & received at school • 1 computer headphones • 24 #2 SHARPENED pencils (no mechanical) • 1 pencil pouch • 1 box of colored pencils (12 or more) • 1 box of washable markers • 2 packs of 4 highlighters **Art:** 1 set Crayola or Prang watercolors **Music:** Recorder available to purchase during registration ($6); 2-pocket folder	• 1 pair of scissors • 2 pack Thin, EXPO dry erase markers (off brands ruin boards) • 1 2 pack of large Elmer's glue sticks • 1 hand-held pencil sharpener • 1 pack of colored pens • (4) 3 hole punched wide-lined spiral notebooks (1-blue, 1-red, 2 your choice)	• (1) 2 pocket folder - any design • 1 pack of blank loose-leaf lined paper • 1 large box of Kleenex • 1 reusable water bottle labeled w/child's name • 1 large container of Clorox wipes **Optional:** Wireless mouse **Suggested:** Gallon, Quart or Sandwich Ziplocs

ALL GRADES: Physical Education - ALL STUDENTS MUST HAVE TENNIS SHOES THAT ARE APPROPRIATE FOR PHYSICAL ACTIVITY. SHOES SHOULD HAVE NON-MARKING SOLES. GIRLS MUST HAVE SHORTS OR PANTS FOR GYM DAYS.

Each student will need a computer headset, which will be available to purchase through the school during online registration for $5.00 and will be received at school.

Supplies should be replenished as needed throughout the year. **NO ROLLING/WHEELED BACKPACKS! THIS IS A SAFETY ISSUE, AND THEY WILL NOT BE ALLOWED.**

Frequently Asked Questions

How do I report an absence? Call the front office at 262-723-3297 or email one of the school secretaries. Be sure to check out our handy guide for when to keep your student home from school.

How early can I drop my student off for school? The school doors open at 8:25 a.m. Students should arrive no earlier than this. School dismissal starts at 3:30 p.m. All non-busing students should be picked up no later than 3:40 p.m. There is no supervision in the office.

What is Pikmykid, and how does it work? Check out the complete Pikmykid Parent App Guide at the end of this booklet. You'll download an App (from the Google Play or Apple Store), register your account, add your kiddos, and start scheduling your pickup dates and times.

Where can I find health forms, and what's required? Health forms are located on our Health Office webpage (elkhorn.k12.wi.us/page/health-services). Students entering Kindergarten and 4th grade are requested to submit physical and dental exam forms. Immunization records or an appropriate waiver are requested of all new students. If your student has asthma, a serious allergy, or needs to take medication at school, you can find those forms on the Health Office webpage.

How do I sign up to ride the bus? You'll fill out a transportation request form during Annual Returning Student Registration. Towards the end of August, your bus schedule will be available on your Family Access portal. If you have questions about busing, you can call the bus company, Durham School Services, at 262-723-7667.

Are there any sports or teams that my elementary student can join? YES! There are several community athletic opportunities for students. You can learn more by visiting elkhorn.k12.wi.us/page/athletics-clubs.

How do I pay my school fees? You can pay school fees online via Family Access or by check/cash in the school office. Families who qualify for the Free and Reduced Price School Meal Program are also eligible to submit a Fee Waiver Request.

How do I pay for school lunch? You can add funds to your lunch account online via Family Access or by bringing cash/check to the school office. 2026-27 school meal prices: Breakfast = $1.70, Lunch = $3.00, Milk = $0.50.

What if I need help getting school supplies? No problem! Call the front office, and we'll help get you what you need. 262-723-3297.

What is Snack in a Pack? Snack in a Pack is a confidential program that provides non-perishable weekend food bags to elementary and middle school families who qualify for Free or Reduced Meals. A sign-up email will go out to all families early in the school year.

When to Keep Your Student Home

School attendance is very important, and we encourage families to make sure their children are in school as much as possible. However, students who are sick need to stay home for their well-being and to prevent others from becoming sick.

To help reduce the spread of illness to students and staff, please monitor your child for symptoms daily and keep your student home from school for the following reasons:

Symptoms of Illness STAY HOME	The Student may Return After ... The information below indicates the shortest amount of time to stay home. A student may stay home longer and require a medical note to return in some cases.
Fever (100.4 ° +) 	Your student should be fever-free for 24 hours **without** the use of fever-reducing medication such as Tylenol or ibuprofen before returning to school.
Nausea/Vomiting/Diarrhea 	After any unexplained vomiting episode, your student may return to school after they have **not** vomited for 24 hours. Keep your student home after three or more unexplained episodes of watery or loose stool in 24 hours or the sudden onset of loose stools. Student may return to school 24 hours after the last diarrhea episode.
Cough/Congestion 	If your student's cough is frequent and severe and their nose is extremely runny/congested, they would benefit from more rest and fluids at home. Student should return to school in 24 hours.
Multiple Symptoms 	If your student is experiencing multiple symptoms, including any from the list above and/or sore throat, fatigue, muscle/body aches, headache, or shortness of breath, please contact your school before sending your child to school to determine when they should return.
Rash 	Consult with your student's healthcare provider regarding any new rash accompanied by a fever or a rash of unknown cause for appropriate treatment.
Eye Drainage 	Eye drainage may indicate conjunctivitis (pink eye), a common infectious disease of the eye. It is caused by both bacteria and viruses. Students will be excluded from school when thick drainage is seen and may not return to school until a physician's note is provided to the school.
Communicable Illness 	If your student has symptoms of a communicable illness, please contact your healthcare provider. If your student has been diagnosed with a communicable disease requiring antibiotics (such as strep), they need to be excluded from school until they have been treated with antibiotics for 24 hours and they are feeling better.
Other 	If your student has symptoms that prevent them from active participation in usual school activities OR is requiring more care than the school can safely provide, you should consult with your healthcare provider and school when they can safely return.

It is very important that if you are calling your student in absent due to illness that you list the symptoms that your student is experiencing. This allows for surveillance of illnesses in our schools. **Please emphasize to your students effective ways to stay healthy, which include:** frequent hand washing or use of hand sanitizer, couching/sneezing into their upper arm or shoulder, keeping their hands away from their face, staying away from individuals who are sick, staying current on vaccinations, and protecting their immune system by eating properly and getting enough sleep.

PARENT APP GUIDE

1 Download the App

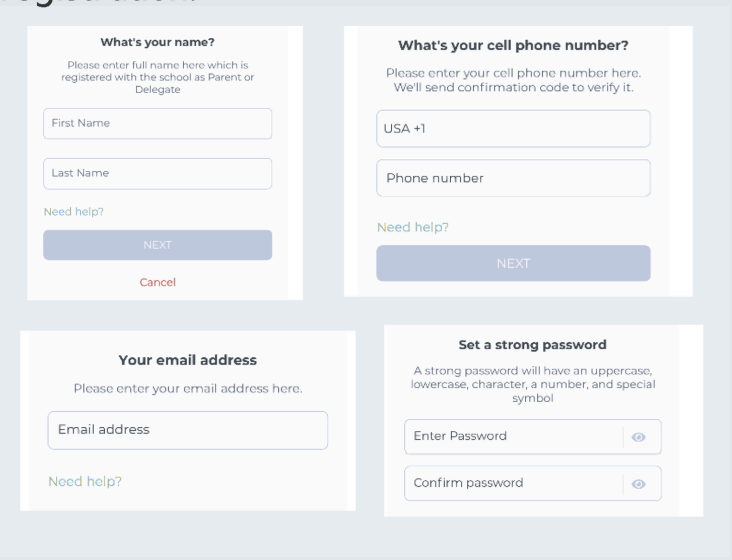
The PikMyKid app is available for download on your smartphone's app store (Google-Play, Apple Store). Each user will need to download and register on their own smartphone.

Scan below to download!

iOS Android

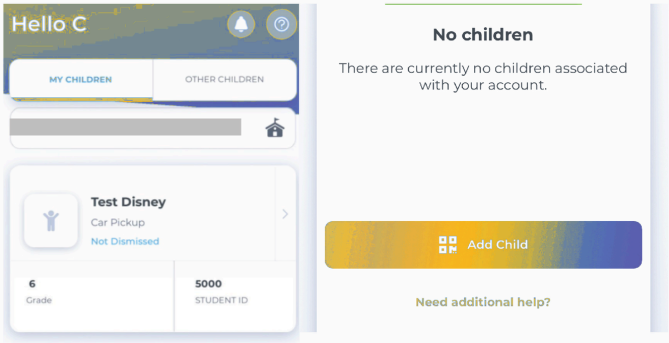
2 Registration

Select "Register a New Account" and follow the prompts to sign up. You will verify your email address and phone number to complete registration.



3 How to add a child?

Schools might connect your children automatically! If you see the "No Children" on screen and the school gave **one time** QR code, then select "Add Child" to scan the code and add one child at a time, else tap on "Need additional help?" to reach our support desk.



Secure Way of connecting

*Parents can use our website also - parentapp.pikmykid.com to register and make pick-up changes, report student Absence or checkins

Note: Announcement is only available through the parent phone app.

Need Help?

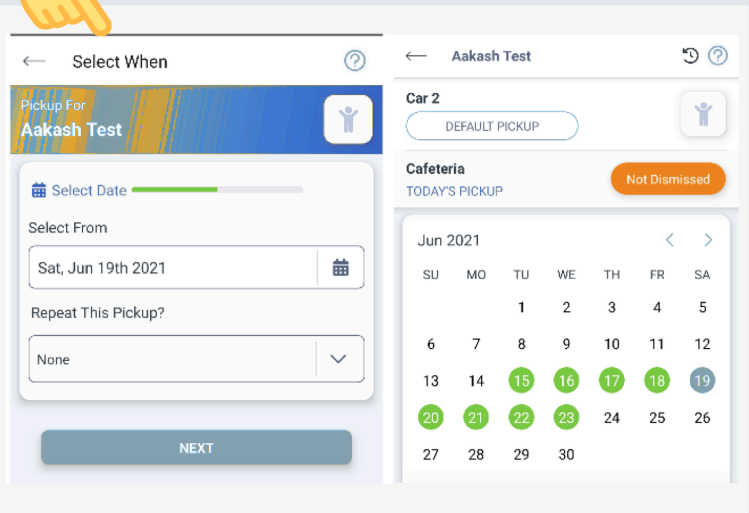
Email ***support@pikmykid.com***

Be sure to include the name of the school, the child's name, the **dismissal ID**, and your mobile number, with your questions.

PARENT APP GUIDE

4 Schedule Pickup Changes

Choose the Child from the Children's tab, and choose the date to change the pickup. You will be able to make single or recurring changes

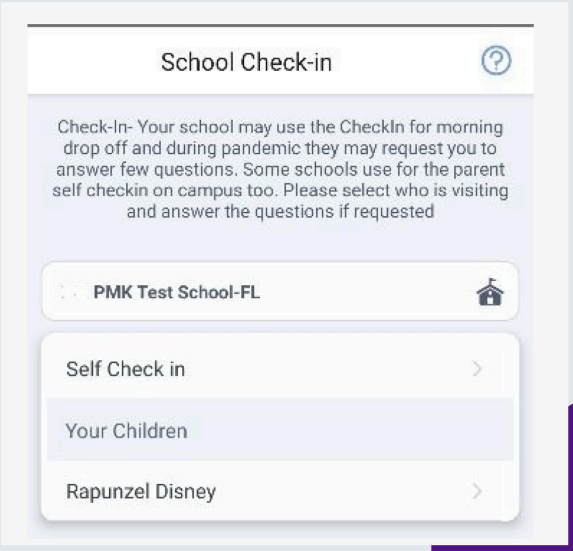


5 Change Default pick-up

Select Default PickUp from this screen to change your child's default pick-up mode. If the button is grayed out, the schools may have restricted this.

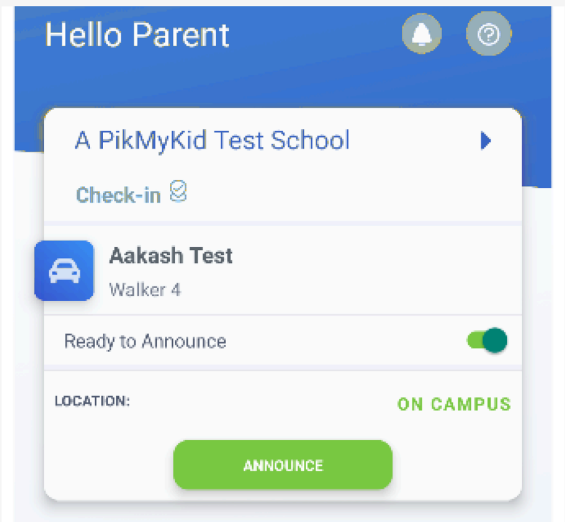
6 Check-in

On Checkin tab, you will be able to complete the check-in for you or your children. Contact App Support if the Check-in tab is not available for you



7 Announce your Arrival

The app's Pickup tab allows you to see your children, view their pickup mode, and announce your arrival.



App Support

Go to the Account page (at the bottom of your home screen), and then select "Contact Support".

Fill out and submit the form to be connected with a friendly customer service human or email support@pikmykid.com

Pikmykid PARENT APP GUIDE

Q How do I add a change to my child's dismissal schedule?

1) Select your child's name from the "Children" tab

2) Choose the applicable calendar date when you want the change to start OR Select More Actions on your bottom right corner

3) Select Change Pickup on the box below the calendar OR Create Pickup if using More actions
   a. Select "Next" if the change is for one day only OR
   b. Select one of the options to repeat the change, choose the last day and days included in the change, then "Next"

4) Select the desired pickup option from the drop-down. Then select who is picking up.

5) Confirm Change to save your selection-You will see a green notification on the top of the screen with the confirmation of the changes.

Q How do I announce my arrival to the school?

1) Parents can only announce at school, during the **set dismissal hours,** if the school has the Announce feature enabled on the school portal.

2) Make sure your phone's location services are enabled on both your phone and your PikMyKid parent app.

3) Stop at the stop sign and select the GREEN ANNOUNCE button on your Pick Up tab.

Q How do I manage my delegates?

1) Select Account at the bottom of your screen, then select Manage Approved Contacts

2) Select the Create Contact icon (person with a plus sign) to create a new contact. You can also Edit, Delete, or Deactivate delegates as needed by selecting their names. *Inactive delegates will be grayed out and they won't be visible on your list when adding a Delegation to your child's calendar.

Note: Delegates are not able to see your child on their app until you assign them to your child's calendar for specific dates.

Family Events at a Glance
2026-2027

September	October	November
PTA Meeting: 9/15 Popcorn Fundraiser	PTA Meeting: 10/20 Fall Fest: October 16 5-6:30pm P/T Conferences	PTA Meeting: 11/17 Culver's Night TBD Veteran's Day Program 11/10
December	**January**	**February**
NO MEETING Raffle Baskets Holiday Program 12/10	PTA Meeting: 1/19 Book Cafe: January 19 5-6:30	PTA Meeting: 2/16 School Dance Feb 19 P/T Conferences
March	**April**	**May**
PTA Meeting: 3/16 Showcase: March 18 5-6:30 Kwik Trip Fundraiser	PTA Meeting: 4/20 Art Night 4/9 5TH Grade All District Event April 30 5-6:30	PTA Meeting: 5/18 May 3- May 7 Staff Appreciation Week Ice Cream Truck (Field Day)

YOU ARE INVITED!

Popsicles with PTA

Join Us

Tuesday, September 1

5-6:30 pm

After you meet your teacher at
OPEN HOUSE meet us on the playground

