Morning Star Preschool @ Hope Moravian Church
202 Main St.- Hope IN 47246
Church office (preschool contact) 812-546-4641
Our mission-

Morning Star Preschool is a specialize outreach program of the Hope Moravian Church. Our desire is to reach out to Hope and surrounding communities, sharing God's love to children with this ministry. Our curriculum is filled with hands-on activities that engage minds, encourage active learning methods and reflect faith-based values and principles. Our staff strives to support each child to grow, thrive, feel love and security and be academically ready for kindergarten.

Staff:	Lead Teacher- Becky Crowder	765-491-3344	bcrowder5027@gmail.com
	Asst. Teacher- Jodi Zollman	812-603-8173	
	Asst. Teacher-Britney Comstock	812-341-6977	
	Administrator-Jenny Wallace	812-371-5012	jenwallace16@gmail.com

Days & Times of Operation:

Preschool runs from August thru May. Classes meet Mon-Fri from 8:30-12:00noon. Classes are made up of a blend of ages; from 3-5. Our school follows the Flatrock-Hawcreek Schools calendar for major holidays and breaks; with the preschool year starting shortly after classes start in August and ending in mid-May.

Admission Guidelines:

We believe that our revised approach to classroom structure- mixed age classes- will have a positive impact on growth & development for each child, while allow families flexibility in enrollment. The following are enrollment guidelines-

1. Child should be 3 by Aug. 1 of the current school year.
2. Each child must be able to come to preschool in underwear. (No pull-ups)
3. Three-year-olds must attend class <u>at least</u> 2 times each week.
4. Fours and Fives must attend class <u>at least</u> 3 times each week. WEDNESDAYS will be designate for PreK-Kindergarten skill work.

Early enrollment allowance for Moravian Church families and current MSP families. This will take place from January through late February. If class size on any particular day reaches 15 students, families will be encouraged to choose other days for attendance.

Preschool Tuition & Fees:

Registration Fee (non-refundable, paid at time of enrollment	$ 50.00
2 days/per week of preschool	$135.00/ per month
3 days/per week of preschool	$185.00/ per month
4 days/per week of preschool	$235.00/ per month
5 days/per week of preschool	$290.00/ per month

Early drop-off fee $3.50 per day >> calculated per month/paid with tuition

Please note….
~Registration fee must be paid at time of enrollment to ensure that a child's position in class is secure during the enrollment period.
~ Days of attendance are established at time of enrollment. We understand that work and childcare situation may require a shift in attendance during the course of the school year. Changes must be completed through preschool administrator in a timely manner. Likewise, early drop-off is designated and paid for in advance. This is not intended as a periodic drop off situation.

Tuition Payment Guidelines-

Tuition is due on the 1st of the month*- paid *August through April. The first tuition payment in August can be paid at Orientation Night. Families have *10 days* to get tuition paid each month. After the 11th of the month, a late fee will be assessed. If your family is experiencing financial challenge or unusual circumstances, please contact Jenny Wallace. All tuition issues go directly to preschool administrator or preschool treasurer; teachers are not expected to be involved in tuition issues.
Tuition payment options-

1. By cash or check using tuition ***envelope and tuition drop box*** (in hall).
2. ***Online***- there is a place on church website to set up online payment using a credit card.
3. Some banks will set up ***payment directly out of your checking***, with money transferred or a check issued to Morning Star Preschool.

Our preschool treasurer, Tara Manley, handles tuition postings and bookkeeping for preschool. She will be the individual that can verify if payments have come in online or from your bank. She will record tuition payments made with envelope and return those to preschool room for use the next month, throughout the school year. (9 tuition payments for the school year)

Again- if you have tuition questions, please contact Jenny or Tara:

Jenny	812-371-5012	jenwallace16@gmail.com
Tara	812-603-1907	treasurer@hopemoravian.org

Early Care Guidelines:

Previous feedback from families over the past few years has prompted us to provide early arrival supervision from 7:50-8:20.
The following are the perimeters for this care-

1. Care is offered from 7:50-8:20. This is a time for free play and light-hearted activities as children arrive to school.
2. Family must commit to this care on a monthly basis. THIS IS NOT A DROP-IN SERVICE. This insures we staff accordingly.

3. Cost for extended care is $3.50 per day. Families should communicate their interest in securing early care for their child at Orientation Night. That expense will be paid along with tuition. *(i.e.- 3 day/per week student pays $185 per month tuition plus $42 early drop off fee if that child arrives at 8:00 each day of attendance. Full amount of $227 paid at the beginning of each month)*

Financial Aid:

Preschool experience is becoming more and more necessary for a child's preparation and success in kindergarten. However, we know that this is an extra expense that can be taxing on a family's financial resources. MSP does have scholarship resources available.

The scholarship process is simple-

1. Get a financial assistance form from staff or administrator.
2. Complete form and include documentation of income that is requested on form.
3. Turn in to administrator. Preschool committee will review request and inform family of qualification and amount of scholarship.

Pick Up/Delivery of Children:

For safety's sake, we feel it necessary to have a specific drop off/pick up procedure for all to follow-

Drop Off…

Park in the WEST parking lot (directly behind the church/ door for preschool entrance). Parent should walk child into the building. A staff member will greet parent/child. Parent should help child find cubby, get coat/bag hung up, & bring water bottle into classroom. This is a good time to share any details regarding child's health, family events or pick-up changes.

Pick Up…

When you (or designated adult picking up) come to church, enter again on Locust Street. A waiting line for cars will start at the SOUTH DOOR of church and wind around the back. Your child's teacher will escort him/her to your vehicle. **Please do not bring children into school until 8:20 unless you have established early drop-off service with administrator.**

If you need more time to speak with Ms. Becky, you can reach her via cell phone or email, or park and enter building on West side. The staff counts on prompt pick-up when the school day is complete. **NOTE** *Children will only be released to individuals listed on preschool enrollment form unless authorized by parent. The safety of our children in paramount!*
Also be aware that preschool entrance door will be locked by 8:40. All other church doors also remained locked during preschool time. ***Please alert the teaching staff by cell phone if your child will arrive late or be picked up early.***

Dress for School:

Play clothes will be most suitable for preschool. We will be doing crafts, various hands-on activities and outside play which can leave children messy. We also encourage athletic shoes and/or foot covering that is secure on child's feet; insuring safety while they run and climb. Please know that children will go outside for play, a walk or other outside activity when weather

permits, so proper outdoor jacket, head/hands covering are also important. Finally, a change of clothes left at preschool can be very helpful.

Snack Time:

We have been using a snack system that allows children to bring snacks (which develops self-esteem) and provides foods that are healthy. At the end of each month, Becky will post a sign-up sheet requesting snack items for the following month. Parents can sign up and children bring those snacks to be shared with classmates. Much of the food on the list can be purchased in bulk, which saves a little money- as opposed to individually wrapped foods. Water and milk will be served for snack every day.

A special snack can be brought for a child's birthday. Please let teachers know ahead of time if this is your plan. Store-bought items for birthday celebration are encouraged in compliance with Board of Health recommendations for childcare and preschool settings.

School Calendar:

Morning Star Preschool operates from August thru May. Classes conclude in mid-May. In the event that winter weather causes excessive delays and school closings, we will use snow make-up days within calendar; then consider make up after closing program. **EXPECT to have 170-175 preschool days for the school year**

***Please Note**- If FRHC school are closed due to weather/fog/power outages/etc. then* *Morning Star Preschool is also closed for the day.*

If FRHC is on a 2 hour delay- MSP will be in session 1 hour later than normal. (9:30 starting time)

It is always up to parent discretion to bring/not bring your child to preschool based on road conditions close to your home. We encourage you to sign up for FRHC school corporation phone alerts for school delays and closings.

Health Information:

Each child must have the following information on file to attend Morning Star Preschool:

1.Student Health Information Sheet

(we provide this form/ contains important medical information and 'permission to give medical care' statement)

2.Current record of immunizations

While we know that an up-to-date immunization record is required for kindergarten, day cares and other childcare facilities, we acknowledge that many families are working with their child's physician regarding immunizations. More parents are choosing to stretch out immunizations over the course of a child's preschool years. What is most important is that a child is being seen on a yearly basis for well-child care, which helps to insure the safety and healthiness for all children attending MSP.

It is very important that we identify the wellness expectations for daily attendance.

PLEASE keep your child home from school if he or she is showing the following symptoms:

Fever of 99 degrees or higher	***diarrhea***	***untreated ear infection***
Hacking cough	***pink-eye***	***head lice***
Vomiting within 24 hours prior to school		***visible, thick, green mucus (clear drainage is ok)***

Field Trips and Parties:

Field trips give kids more opportunities to learn about their communities and have hands-on experiences that can be challenging to replicate outside the classroom. Parties allow us to connect and explore with our families at various times during the school year. On both occasions, the experience will be better with family participation.

Here are the guidelines for these events-

- One permission slip will be sent home that covers all fieldtrips.
- Specific information for each trip or party with DATES, TIMES and REQUESTS for HELP will be sent out prior to each event.
- Volunteers will be needed for transportation. Children riding with another parent or teacher will need to leave a booster seat at school.
- Adults providing transportation for a fieldtrip will also be asked to help with supervision of children during the event.
- When a fieldtrip or party falls on a non-scheduled day of attendance for any given child, that child is encouraged to attend the event with an adult volunteer.

We believe that the new blended class model for preschool will allow for a more streamline approach to field trip and party planning.

Communication with Parents:

We hope that this handbook supplies parents with a good, over-all summary of vital information for MSP day-to-day operations. Our staff utilizes the following tools for communication-

~Newsletter/Monthly Calendar

~See Saw online platform

~email and text messages (for reminders and timely updates)

PLEASE check your child's back pac or class bag daily!!

Nothing substitutes for ongoing, daily interaction between parents and the teaching staff as well. We ask parents to keep our staff in the communication loop when something impacts the daily well-being of a child. (i.e.- family illness, births, deaths, a move or change that impacts normal, daily life) Good, two-way communications helps MSP staff meet each child's needs more effectively.

Guidance & Discipline:

It is our goal to maintain a positive atmosphere conducive to learning. By establishing the expectations of acceptable behavior, we reinforce a child's good feelings about him/herself. Our ultimate goal is to help a child reach a point of self-discipline. We realize this comes with much practice and testing.

Discipline practices will focus on positive guidance techniques with children. The following guidelines will be practiced-

~model appropriate behavior for children/explain expected behavior

~keep rules simple and understandable/ enforce consistently

~keep children active and busy/maintain a routine that is predictable for children

Our teachers know that busy hands and active brains are the best defense against classroom discipline problems. When inappropriate behavior does arise, the teachers will use one or more of the following techniques to correct behavior-

~redirection of a child's attention to a more appropriate activity

~time out from larger group setting to talk out the situation with the child

We feel that the new mixed age classes will help children with this area of development as well. Younger children will observe older students demonstrating expected behavior and model. Older students have the opportunity to be positive leaders and 'buddies' to the younger classmates. We look forward to the positive opportunities for social/emotional growth that our mixed-age classrooms will provide.

**Becky has developed a Self-Regulation Corner in the classroom with tables; used for seat work and snack. This is part of a bigger approach to guidance take from Conscious Discipline philosophy. There will be many self-regulations techniques and tools taught and implemented during the school year. The goal of Conscious Discipline is to create a climate of support and respect for one-another in the classroom. This philosophy is utilized by many staff member at Hope Elementary School with great success. We also feel that the faith-based, family values that are entwined into curriculum and daily practices also help each child develop self-worth and a caring heart for others.

Preschool Governing Committee/Policies:

Morning Star Preschool is governed by an elected group of individuals from Hope Moravian Church who are committed to the mission of our preschool. The preschool administrator- Jenny Wallace- oversees the day-to-day operations; while keeping in close contact with staff, preschool treasurer and church staff.

The committee is tasked with the following obligations-

~establish policies and procedures for Morning Star Preschool

~handle financial obligations for preschool operations

~hire and maintain MSP staff

~maintain facilities (classrooms, playground, MOC storage and use)

Parents are encouraged to bring questions/concerns to lead teacher (Becky) or preschool administrator (Jenny), who will work with the committee for resolution and/or improvement.

Committee members for 2026-27 school year:

Jenny Wallace- administrator	812-371-5012	jenwallace16@gmail.com
Tara Manley- treasurer	812-603-1907	treasurer@hopemoravian.org
Ellen Harker		
Eric Jarrett		
Kristi Renner		

One representative from Elders and Trustees is appointed to preschool committee each Year*