



Morning Star Preschool
Hope Moravian Church

Preschool Handbook
2025-26 Update

Morning Star Preschool @ Hope Moravian Church

202 Main St.- Hope IN 47246

Preschool number (church office) 812-546-4641

Staff: Lead Teacher- Becky Crowder	765-491-3344	bcrowder5027@gmail.com
Asst. Teacher- Nikki Miller	812-350-0376	(M-F)
Asst. Teacher- Nicole Engel	812-447-2550	(M,W,F)
Preschool Adm.-Jenny Wallace	812-371-5012	jenwallace16@gmail.com

Operating Days and Times:

Preschool runs from August through May. Our preschool follows the Flatrock-Hawcreek School year calendar for major holidays, breaks; with the preschool year starting shortly after classes start in August and ending in mid-May.

4yr old (PreK) class- Meets M/W/F from 8:30am-12:00noon

3yr old class- Meets T/Th from 8:30am-11:00am

Morning Star Preschool is a specialized outreach program of Hope Moravian Church to the town of Hope and surrounding communities. Our mission is to provide a Christ-centered preschool experience for children. The goal of Morning Star Preschool is to enrich the development of each child; focusing on educational readiness, spiritual growth and the meeting of each child's physical, social and emotional needs. It is our philosophy that early childhood education should be a time for fun, warmth and security while allowing the child to learn through exploration and discovery.

Admission:

3 year old class- must be 3 years of age by Aug. 1 of the school year. (It is desirable for each child to be toilet trained or very close to that ability)

4 year old class- must be 4 years of age by Aug. 1 of the school year. (Local school corporation uses the '5 yr. by Aug. 1' cut off date for kindergarten entry as well)

Classes will be filled on the following basis;

1. Children of a member of Hope Moravian Church get first priority before open enrollment in the spring for following school year.
2. Current students and/or siblings of MSP get priority before open enrollment in the spring for the following school year.
3. Spring Open enrollment in March for classes the following fall/ first come-first serve basis

When classes are full, a child's name will be placed on a waiting list to fill vacancies as they occur. In the event that the 4s class (PreK) fills quickly in the spring, the committee will

consider initiating a second PreK class that would meet in the afternoons on Tuesdays and Thursdays.

Fees/Preschool Tuition:

Registrations Fee (non-refundable/paid at time of enrollment)	\$ 50.00
3 yr. old class-meets 2 mornings a week	\$135.00
4 yr. old class- meets 3 mornings a week	\$175.00

~Registration fee must be paid at the time of enrollment to ensure that a child's position in class is secure during spring enrollment period. No refunds for enrollment fees.

~Tuition is due on the 1st day of the month. Families are given a 10-day grace window for tuition payment before a late fee is assessed. Tuition payments begin in August (at time of open house) through April.

~Tuition can be paid in one of two ways; Drop box payment w/ tuition envelope OR online payment. Tuition envelopes will be collected from drop box by preschool treasurer, payment recorded and envelopes returned back to teacher to be distributed to parents each month. Online payment has become quite popular, with roughly 1/3 of our families choosing this method. Separate directions for establishing online payment method will be provided to families at the August open house. Refunds will not be issued for missed days due to illness, vacation or snow days. We do adjust and compensate for excessive missed class time in May as needed. If the school requests a child to be removed from class, any advanced tuition paid will be refunded. Individual cases and circumstances can be taken to the preschool committee for review.

Late Tuition Policy-

To review....tuition is due the **1st of each month- August through May.** Grace period for payment is 1st-10th of each month. If tuition has not been received within that time, a \$20 late fee will be assessed in addition to the regular tuition payment. If this pattern continues or no tuition is received, a child's attendance could be suspended until tuition payments and late fees are caught up. This is a step the committee does not like to enact as we feel the child suffers from these actions. PLEASE communicate with us when there is a family financial challenge that makes tuition payment challenging. We like to keep teachers free from these issues, so please direct your calls/contact to ;

Jenny Wallace(administrator) 812-371-5012 jenwallace16@gmail.com

Tara Manley (Treasurer) 812-603-1907 treasurer@hopemoravianchurch.org

Financial Aid:

Preschool opportunities are becoming necessary for every child to be successful in elementary school. However, monthly tuition can be a hardship for family budget. MSP does have a

scholarship program. Our committee is also aware that financial stability can so easily change in our current economy. The following are the scholarship guidelines for MSP-

~Scholarship application should be submitted when.....1/ enrolling in the spring for the coming school year, 2/ when a financial hardship arises for a family of a child during the school year. The application requires income documentation to be submitted as well. These forms go to Jenny Wallace. Jenny then shares the need with the preschool committee and a decision is made. The committee may choose to award partial or full scholarship; depending on the loan need.

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 entry). Parent should walk child into the building. A staff member will be in the hall to greet child/parent. This is a great time to share any details regarding that child with staff.

Pick Up- - -

When you come to pick up your child, enter again on Locust Street. A waiting line for cars will start @ the south doors and wind around the back of the church. Your child's teacher will escort him/her to your vehicle.

We feel like this process will ensure safe movement of children and vehicles. If you need longer time to speak with a teacher, please park and enter the building. You may also reach Ms. Becky via email or cell phone. Please do not bring your child any earlier than 10 minutes before the start of preschool. Likewise, we expect children to be picked up promptly at the close of preschool. ****NOTE** Children will only be released to individuals listed on preschool enrollment form unless authorized by a parent. Safety for our children is paramount!**

Dress:

Play clothes will be most suitable for preschool. We will be doing crafts, various hands-on activities and outside play that can leave children messy. We also encourage athletic shoes and other feet coverings that completely cover and secure a child's foot; again for safety. Please know that children will go outside for play whenever weather permits, so proper outdoor jacket is also important. Finally, a change of clothes left at preschool can be very helpful.

Snack Time:

We have begun a new system for snacks this past year that really has been effective. Toward the end of the month, Becky will post a sign up sheet for snack items for the coming month. Parents can sign up to bring in food. This process helps to keep our monthly operation costs down, while allowing each child to experience the pride of sharing with others for snack. Much of the food on the list can be purchased in bulk- which saves a little money as opposed to

individually wrapped foods. Water will be served with snack. Food allergies will be taken into consideration and indicated on sign up sheets. A special snack can be brought for a child's birthday but we encourage store-bought items please.

Parent Observation:

We want parents to always feel welcome at school. Please allow the first couple of weeks to be a time for teachers and children to establish the classroom routine and rules. Please let Becky know when you would like to visit/observe ahead of time.

There will be specific conference time scheduled for each child mid-year. Your child's progress during the first few months of preschool will be shared, as well continued goals for the remainder of the school year. Your child's welfare and progress are always important to our staff, so please know that Becky encourages parents to reach out with questions and concerns at any time throughout the preschool year.

School Calendar:

Morning Star Preschool operates from August thru May. Classes will conclude in mid-May. In the event that winter weather causes excessive delays and school closings, we will utilize the third week of May for make-up time. MSP follows the Flatrock-Hawcreek Schools calendar for the school year regarding holidays and vacation. The exceptions to this are-

~The starting and ending time of preschool year

~learning days....preschool is in session on those days.

PLEASE NOTE Weather Issues- IF FRHC schools are closed due to weather/fog/power outages, Morning Star Preschool is also closed. IF FRHC is on a 2 hour delay, MSP will be in session with a 1 hour delay. Doors will open at 9:20am for class. It is always up to parent-discretion to bring/not bring your child to preschool as road conditions can affect each family differently. Any family can sign up to receive cell phone alerts from FRHC school corp. for delays and closings.

Health Information:

Each parent is required to provide the following health information at the start of the school year-

~student health information sheet

~proof of updated immunizations

If immunizations records are not up-to-date by September 15, child's participation in preschool will be suspended. This is a state health department mandate for all organized child care and ministry facilities.

Please keep your child home from school if he/she is showing the following symptoms-

~Fever of 99degree or higher

~visible, green mucus

~hacking cough

~pink-eye

~diarrhea

~vomiting within 24 hours prior to class

~untreated ear infection

~head lice

Communication with Parents:

We hope this handbook supplies parents with a good, over-all summary of information vital for MSP operations. Becky will also communicate through See Saw, newsletter/monthly calendar and via email and text messages. The MSP committee will also share important church information through these channels as it pertains to preschool operations. We also ask that parents keep our staff in the communication loop with information that impacts the daily well-being of each child. (i.e. family illness, births, deaths, a move or any change that impacts normal, daily family life). This two-way communication helps MSP staff meet each child's needs more effectively.

Field Trips:

Field trips have always been an important part of the preschool experience because children learn best through their senses and through multiple connections to the outside world. We had to curtail field trips the past couple of years but have slowly been bringing this practice back for the children. Here are specific guidelines related to field trips-

~Field trip dates/times/method of transportation will be communicated ahead of time with all parents. Permission slips will be necessary. Parents will be asked to volunteer to transport children and participate in the event when possible.

~Each child will need to booster seat when being transported in cars.

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 each 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

**Becky had developed a Self-Regulation Corner in the classroom. This is part of a bigger approach to guidance taken from Conscious Discipline philosophy. There will be many self-regulation 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 members at Hope Elementary School with great success. We feel our preschool allows for the opportunity for Christian witness that further helps each child to develop a high level of self-worth, while learning to care for those around them.

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 governing committee is the communication link between the preschool and the greater Hope Moravian Church body. The committee's tasks are as follows-

Establish policies and procedures for MSP, Handle financial obligation for preschool operation, Hire and support the MSP teaching staff, Provide resources needed for daily operations, Facilitate communications when problems arise for preschool families and/or staff, Maintain the preschool facility-equipment-playground

Parents are encouraged to bring concerns/questions to the lead teacher- Becky. She can then take those needs to preschool administrator- Jenny, who will work with the preschool committee to resolve situations and/or needs.

Committee Members for 2025-26 school year:

Jenny Wallace-administrator 812-371-5012

jenwallace16@gmail.com

Tara Manley- treasurer 812-603-1907

treasurer@hopemoravianchurch.org

Jodi Zollman

Ellen Harker

Erik Jarrett

One representative from Elders and Trustee boards

Extended Care for 2025-26 school year

Our feedback from families last year told us that extended care, particularly before school, was a real need. We are happy to offer this option for families this school year. Here are the terms of early care-

1. Care will be offered from 7:45-8:20. This will be time for free play and other light-hearted activities as children arrive.
2. Families will commit to this care. It will not be able to be offered at a drop-in type basis. This allows us to plan accordingly. If no one needs extended care on specific days of the week, (i.e.- Thursdays...for example) there will not be any staff designated to come in that day for early care.
3. Extended care will cost \$2 each day. Families will need to make their interest known at Orientation Night if they will be participating in early care. That fee will be paid along with tuition each month.
 - 4s class- 3 days a week/ \$24 per month
 - 3s class- 2 days a week/ \$16 per month
4. Again, this service will not be on a drop-in basis. However, we realize that family schedules and needs might change during the school year. If a family wants to begin using early care during the school year, please make this known to Ms. Becky and Jenny Wallace. Payment will start immediately for this service