



Morning Star Preschool
Hope Moravian Church

Preschool Handbook
2017-2018

now have the option for families to pay online. See directions on website and/or get paper copy from MSP treasurer- David Epperson.

~A \$20 fee will be assessed for all returned checks.

~Tuition must be put in the drop box outside of the classroom. Your envelope will be marked and returned to the classroom teacher. Envelopes will be re-distributed toward the end of the month. Refunds will not be issued for missed days due to illness, vacation or snow days. If the school requests a child to be removed from class, any advanced tuition paid will be refunded.

~MSP policy states that 2 consecutive months of missed payment will result in a child being dropped from the preschool class. Families of a previous MSP student wishing for future enrollment of a child must be in good financial standing before a new enrollment will be accepted.

All payment questions and/or concerns should be directed to Jenny Wallace-Preschool Administrator. She can be reached at 812-371-5012 or leave a message in the church office at 546-4641. It is our desire to work with and support each family, so please contact her if financial hardship arises.

Financial Aid:

Preschool opportunities are becoming necessary for every child to be successful in elementary school. However, monthly tuition can be a hardship for the family budget. MSP does have a scholarship program. Our committee is also aware that financial stability can so easily change in this current economy. The following are the scholarship guidelines for MSP-

~Scholarship applications can be submitted at the following times-

1. During spring open enrollment for the upcoming school year
2. When financial hardship makes monthly tuition payment a challenge,

scholarship applications are given to Jenny Wallace. She verifies paperwork is completed and takes applications to the governing committee for MSP. The committee awards scholarships based on the following guidelines-

~Application & financial documentation is complete

~Financial need is apparent

Scholarship applications are reviewed in June (for fall semester), in August (for late enrollment) and in December (for spring semester). The committee may choose to award a full or partial scholarship, depending on the financial need. **Scholarships are awarded for 1 semester only.** Families must reapply by **December 1st** to continue scholarship support for the second semester of that school year.

Pick up/Delivery of children:

For safety's sake, we feel it is necessary to designate a specific method for drop-off/pick-up of children.

Drop off procedure-

Please enter from State Road 9 at the north entrance to the church (Locust Street) and drive around the back of the church to the south entrance doors. ***Park and accompany your child to the classroom.*** ****NOTE**** South doors to the church will remain open a short time each

morning. The only door accessible to the public after 8:45 will be the west door immediately adjacent to the preschool classrooms.

Pick up procedure-

When you come to pick up your child, enter again on Locust Street. A vehicle waiting line 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 believe this plan is necessary to ensure safety for each child.

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 as authorized to pick up your child. You must notify the teacher in with a note or phone call if someone other than normal individual is picking up your child.**

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 covering that enclose the entire foot securely for your child's safety. Please dress your child appropriately for the weather, in terms of outerwear. Children will play outside daily as weather permits.

Snack Time:

Children enjoy bringing treats to share with others. Since this provides a good experience in giving and sharing, a snack assignment system will be maintained for each class. A list of snack suggestions will be placed in your parent folder. Though local health officials encouraged pre-packaged snacks, we recognize that a variety of other snacks are perfectly acceptable when properly prepared and stored. Cold water will be the customary snack drink unless a parent brings juice or milk for snack that day.

If you want to bring a special snack for your child's birthday, please discuss this with the teacher.

Parent Observation:

We encourage parents to visit the school at any time throughout the year. We want you to be aware of the activities your child is involved in at school. A monthly calendar and additional notices will be distributed to families to keep parents abreast of daily classroom activities, field trips and other events. Though the teacher is available for a brief time before and after school, you are encouraged to schedule a time to meet with the teacher for more lengthy discussion needs.

A ***specific conference time*** is scheduled ***mid-year*** to discuss your child's progress at preschool. Please feel free to contact the teacher at any time throughout the year when you have concerns or needs for your child's progress and welfare.

School Calendar:

Morning Start Preschool operates from August thru May. Classes typically conclude the third week of May. (Adjustments are made in May for snow days missed) The preschool follows

the Flatrock-Hawcreek public school system's calendar in regards to closing for holidays and vacations. The exception to this is....

~The starting and ending times of the preschool year

PLEASE NOTE...IF Flatrock-Hawcreek schools are closed due to snow or bad weather, MSP will also be closed.

HOWEVER....If Flatrock-Hawcreek schools are on a two-hour delay for weather/fog, **Morning Star Preschool will be in session. It is certainly up to parent-discretion to bring his/her child as road conditions affect each family.**

Please listen to WCSI/WKKG (101.5), WRZQ (107.3), WWWY (105) or watch one of the local channels. Many families now have cell phone alert available by signing up on the Flatrock-Hawcreek school corporation web page.

Health Information:

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

~student health information sheet (completed)

~proof of updated immunizations

If immunization records are not up-to-date by ***September 15*** of the current school year, a child's participation in daily preschool will be suspended. This is a state health department mandated that MSP must enforce for the safety of all students and staff.

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

~fever of 99° or higher (should be fever-free for 24 hrs.)

~visible green, infectious mucus

~vomiting within 24 hr. period of class

~hacking cough

~pink-eye

~diarrhea

~untreated ear infection

In the event that a child is ill and will not be coming to school, ***please give the teacher a call***. This courtesy call helps the teacher to adjust plans for the day (particularly on field trip days). When there is a case of communicable disease (chicken pox, hand-foot-mouth virus, etc.) notice can be given to all parents. If medical attention is required during preschool hours for a child, 911 will be called and parents will be notified as quickly as possible. Our staff is trained in CPR/First Aid on an annual basis.

Communication with Parents:

We hope this handbook supplies parents with a good, over-all summary of the information vital to MSP operations. The teacher will also communicate through a monthly news letter & calendar about weekly themes, class activities, field trips and special information associated with class. The MSP governing committee will share church information also, as needed, with preschool families. Please complete the paper requesting an email address found in your folder. This is a quick and inexpensive way to communicate.

Likewise, please keep your child's teacher in the communication loop when your child is affected by: family illness, births, deaths, a move or any change to normal family life. This communication helps the MSP staff to meet your child's needs more effectively.

Field Trips:

An important part of the curriculum at Morning Star Preschool is exposing children to many experiences, both in and out of the classroom. Therefore, several field trips will be scheduled throughout the year.

Parents are informed of all field trips in advance. Parents are asked to sign up to help drive for field trips.

The field trip permission slip form must be filled out and signed ***at the beginning of the school year***. This will cover permission for the entire school year. Indiana state law requires that all preschool-age children must travel in an approved car seat. ***A car seat must be provided for your child the day of a field trip. Lack of a car seat will result in a child not being able to attend the field trip OR school that day.***

Partnership with Johnson Co. Special Education Co-Op:

Morning Star Preschool has been asked to partner with Johnson Co. Special Education Co-Op to ensure that every child entering the Flatrock-Hawcreek School Corporation is ready for kindergarten. Johnson Co. Co-Op provides screening for children, as well as partners with MSP for preschool services for students. We feel fortunate to have this opportunity available for the children and families in our community. Johnson Co. Co-Op provides a trained aid to MSP to support the daily needs of all students, but particularly those involved with the Co-Op and their services.

Discipline:

It is our goal to maintain a positive atmosphere conducive to learning. By establishing the expectation of acceptable behavior, we reinforce a child's good feelings about him/herself. Our ultimate goal is to help each child reach the 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 children are accustomed to

Our teachers know that busy hands and active brains are the best defense against classroom discipline problems.

When inappropriate behavior arises, the teachers will use one or more of the following techniques to change behavior.

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

~time out (allowing a child to regain control/in teacher's view/5 minute limit)

The teacher attending to that child will also utilize the opportunity to discuss the inappropriate behavior, consequence of the behavior to self & others and what would be 'an appropriate thing to do' in the future. Our staff realizes that this process is a natural part of childhood.

Each child has a different level or need of guidance. Guidance/discipline provides an opportunity for Christian witness, as well as preparing children to be ready to function appropriately in the formal education setting.

Corporal punishment **will never** be used at Morning Star Preschool. Children will not be hit, slapped or spanked in any manner. Verbal abuse, threats, derogatory remarks or the withholding of snack will not be used as punishment by our staff.

If a child continues to have specific behavior problems, the staff will speak with the child's parents about possible solutions/supports to behavior change. We feel fortunate to have accessibility to Johnson Co. Co-Op, as some challenges children have are symptoms of mental/physical/emotional needs that require additional support. In other cases, the partnership of parents and MSP staff, working together for consistent guidance and correction, is the support a child needs to realize self-control eventually.

Preschool Governing Committee/Policies:

Morning Star Preschool is governed by an elected group of individuals from the Moravian Church who are committed to the mission of our preschool. The governing committee is the communication link between the preschool and the Hope Moravian Church. The committee's tasks are as follows-

- ~Establish policies and procedures for MSP
- ~Handle the financial obligations of preschool operations
- ~Secure, assist and maintain support to all MSP teaching staff
- ~Provide the resources needed for preschool daily operations
- ~Facilitate communication when problems arise for the preschool
- ~Maintain the preschool facility, equipment and learning tools

Parents are encourage to bring concerns/questions to the preschool teacher. If more assistance is needed, please contact Jenny Wallace-Preschool Administrator @ 812-371-5012 or leave a message with church staff @812-546-4641.

Preschool committee members for 2017-

Karen Kilps	Pat Baldwin	Sally Scrogam	Lori Hendershot
Nena Walls	David Epperson- Treasure	Jenny Wallace- Administration	