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## **Mission Statement**

The mission of Hope Evangelical Lutheran Preschool is to:

- Teach young children and their families about God’s love and His plan of salvation.
- Guide them in applying their faith to life and in sharing that faith with others.
- Provide them with spiritual and educational support.

## **Philosophy**

The importance of early Christian education is made evident in Proverbs 22:6, “Train up a child in the way he should go and when he is old he will not depart from it,” and John 21:15, “Feed my lambs.”

Parents have been given the primary responsibility for training their children. The church is to assist parents, in the God-given directive, to train their children in the knowledge and instruction of the Lord. Cooperation between home and church is absolutely necessary for the welfare of children.

## **Goal**

The goal of Hope Lutheran Preschool is to provide children with early learning experiences in an environment founded on Christian love. Acting as an extension of the Christian home, our preschool program strives to assist parents with the responsibilities of spiritual, academic, emotional, physical, and social growth for their children.

### **Spiritual Goals:**

- Know and believe that God is real.
- Know and believe that Jesus is God’s Son.
- Trust and believe that Jesus is Savior.
- Recognize sin and the need for forgiveness.
- Believe that Jesus won forgiveness for all sin and all sinners.
- Become familiar with Bible stories.
- Know and believe that the Bible is God’s true Word.
- Know and believe that the Lord loves, protects and provides.
- Show love for Jesus through kind actions and daily prayer.
- Realize that the good news of Jesus’ birth, death, and resurrection is a message to be shared with all people.

**Academic Goals:**

- Develop reading, writing and arithmetic readiness skills.
- Develop an appreciation and creativity in art and music.
- Sing songs and recite prayers.
- Increase attention span and listening skills.
- Learn simple organizational skills.
- Have experiences with science that teaches about God's world.

**Emotional Goals:**

- Develop positive self-esteem.
- Begin to grow in self-discipline, decision-making and problem solving.
- Make age-appropriate choices and plans.
- Develop a responsibility for self and possessions.
- Learn appropriate ways to express feelings.

**Physical Goals:**

- Develop large and small muscle coordination.
- Develop good health and grooming habits.
- Develop good nutrition habits.

**Social Goals:**

- Learn to share, take turns and compromise.
- Recognize how one's behavior affects others.
- Interact and communicate with adults and peers in a Christ-like manner.
- Participate in group and individual activities.
- Follow rules and directions.

## **Classes and Fees**

**Pre-Kindergarten 4** (4 and 5 year olds)

**Monday, Wednesday and Friday**

**9:00 a.m. - 11:30 a.m. OR**

**12:30 p.m. – 3:00 p.m.**

Class size is limited to a maximum of 14 students and a minimum of 4

### **Fees**

- Registration - \$50.00 (one time, non refundable fee)
- Curriculum - \$100.00 (one time fee paid at registration)
- Tuition - \$1215.00 (\$135.00/mo.)
- A 5% tuition discount (\$60.75) is available for payment in full, prior to the start of the school year.

**Pre-Kindergarten 3** (3 and 4 year olds)

**Tuesday and Thursday**

**9:00-11:00 am OR**

**12:30 pm–2:30 pm**

Class size is limited to a maximum of 12 students and a minimum of 4.

### **Fees**

- Registration - \$50.00 (one time, non refundable fee)
- Curriculum - \$100.00 (one time fee paid at registration)
- Tuition - \$945.00 (\$105.00/mo.)
- A 5% tuition discount (\$47.25) is available for payment in full, prior to the start of the school year.

**Pre-Kindergarten Sunday School**

**Sunday**

**9:10 a.m. - 10:15 a.m.**

**No Fees**

All preschool children are invited to attend our Sunday School program for the continued benefits of spiritual growth.

## **Order of Admittance**

Applications for admittance for the Fall term are accepted in the following order prior to February 1:

- Members of Hope Lutheran Church with a child(ren) presently enrolled in the Hope Preschool
- Members of Hope Lutheran Church
- Non- members with a child(ren) presently enrolled in Hope Preschool
- Non-Hope members

Applications for admission for the Fall term are accepted on a first-come, first-served basis after February 10<sup>th</sup>.

## **Enrollment Requirements for Weekday Classes**

A child attending Hope Lutheran Preschool must be of age (3 or 4) by September 1<sup>st</sup>, completely toilet trained and up-to-date on all immunizations. Also, before a child begins attending classes, all required DCFS forms must be completed and brought to school. This includes a religious instruction release form as well as a medical exam form that is completed and signed by the child's physician.

Enrollment is not limited to children of families who are members of Hope Evangelical Lutheran Church. We welcome children of the community whose parents believe that a Christian Preschool is an ideal place for their child to enter the world of education.

Hope Evangelical Lutheran Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, or any other school-administered programs.



## **Discharge and Withdrawal**

If a child should need to be removed from school by action of the Board of Education, a written explanation will be given to the child's parent(s)/guardian, as well as a refund of the unearned portion of paid tuition.

If circumstances arise which necessitate a mid-year withdrawal by a child's parents, written notification must be given one month in advance. Any prepaid tuition will be refunded upon the receipt of a written withdrawal notice.

## **School Calendar**

A calendar for the school year will be issued on or before the start of school in September. In addition to this, holiday reminders will be announced in weekly newsletters.

In the event of an emergency school closing, an attempt will be made to notify all parents/guardians by telephone.



## **Program**

Our preschool program provides age-appropriate experiences that promote a child's growth and well-being. Bible stories, children's literature, hands-on academic activities and art projects relate to a weekly theme.

## **Weekday Schedule** Monday/Wednesday/Friday Program

**Children may arrive between 8:50 and 9:00 OR 12:20 and 12:30**

8:50-9:10 12:20-12:40	Welcome Children/Quiet Activity Time
9:10-9:20 12:40-12:50	Opening Activities (calendar, weather, letter review)
9:20-9:40 12:50-1:10	Jesus Time and Music
9:40-10:00 1:10-1:30	Reading and Writing Readiness Activities
10:00-10:15 1:30-1:45	Washroom and Snack Time
10:15-10:45 1:45-2:15	Free Play and Art Activity
10:45-11:00 2:15-2:30	Math Readiness or Science Activity
11:00-11:20 2:30-2:50	Outdoor or Indoor Movement Activities
11:20-11:30 2:50-3:00	Story Time

**Children are to be picked up promptly at 11:30 am OR 3:00 pm.** A \$5.00 fee will be charged for every additional 15 minutes your child remains under the teacher's care.

This schedule may vary on days when field trips, guest speakers, or other activities are planned.

## **Sunday Schedule**

9:15-10:15 am: Word of God Time

During this time children will be taught a Bible lesson and learn how to apply the truths of this lesson to their lives, using different age appropriate methods. Children will also sing praises to God and do a craft that relates to and reinforces the lesson.

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Children my arrive between 8:50 and 9:00am **OR** 12:20-12:30 pm

8:50-9:10 12:20-12:40	Welcome Children/Quiet Activity Time
9:10-9:20 12:40-12:50	Opening Activities (calendar, weather, letter review)
9:20-9:35 12:50-1:05	Jesus Time and Music
9:35-10:00 1:05-1:30	Theme Time with Art/Craft
10:00-10:15 1:30-1:45	Washroom and Snack Time
10:15-10:30 1:45-2:00	Free Play
10:30-10:40 2:00-2:10	Math Readiness or Science Activity
10:40-10:50 2:10-2:20	Outdoor or Indoor Movement Activities
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## **Field Trips**

At various times throughout the school year, the preschool classes will take field trips. Parents may be asked to furnish transportation to and from these events, and assist with supervision. A child under the age of five must be in a car seat. The car seat is to be provided by the child's parent. The number of seat belts in a given vehicle will determine the number of children allowed to ride in that vehicle. Permission forms must be signed by a child's parent/guardian each time the child leaves the school property for a field trip.

## **Communication**

### **Weekly Newsletter**

A weekly preschool newsletter will be sent home. It will contain up-coming lessons, activities and coming events.

### **Parent-Teacher Conferences**

Parent-Teacher conferences will be provided twice during the school year. Additional conferences may be requested by parent(s)/guardian or teacher.

## **Discipline**

Hope Lutheran Preschool believes in positive disciplinary action. We encourage children to work through their problems with guidance from a grownup. Also, we believe in helping children to use their own thinking and language communication skills. At times a child may need redirection towards other activities. If the child cannot regain self control, a supervised time-out will occur, and the parent(s)/guardian will be notified of this when they pick up their child.

## **Room Parents**

Parents are encouraged to become involved as room moms or dads. By working with the teacher, room parents organize parties and other special events. Our annual parties and special events include Fall Festival, Thanksgiving Feast, Christmas, Valentine's Day, Easter, Family Night and a year-end picnic.

## **Snacks and Birthday Treats**

Snacks will be provided by the preschool parents on a rotating basis. A daily snack schedule that includes the provider of the day will be sent home each month. Suggestions for appropriate, healthy snacks to bring will be posted and distributed.

## **School Supplies**

Each child will need to have a school bag that is clearly labeled with his or her name. We suggest a large size school bag or backpack in which all supplies can be placed. A list of additional supplies will be mailed to you in early August.

Unless a special request is made, please do not send toys to school. They can easily become misplaced or broken.

## **Clothing**

Clothing that is comfortable and easy to remove for washroom breaks is best for all children. When possible, please avoid belts and zippers that are difficult to buckle and zip. Flat shoelaces stay tied longer than round ones.

Each child should have an extra change of clothing at school in the event of an accident. Clothing may be brought each day in a school bag or labeled and stored in the classroom.

## **Transportation**

Transportation to and from Hope Preschool is the responsibility of each child's parent(s)/guardian. As a safety measure, children are to be brought to and picked up from the preschool classroom.

## **Health and Safety**

### **Dispensation of Medication**

Please arrange medication schedules to avoid the 2-1/2 hour class time. If this cannot be avoided, then it is absolutely necessary for the medication to be given to a staff member, in its original container, with the original pharmacy label. Also, a medication dispensation form must be on file at school. The staff will not administer over-the-counter medication.

### **Illness**

A child should not be sent to school if ill. To prevent contagious illnesses from spreading through the classroom, a child should not come to school if the following signs of illnesses are detected:

- A fever within the past 24 hours
- Vomiting or diarrhea within the past 24 hours
- Sore throat
- Ear or stomach aches,
- Undiagnosed rash
- Communicable disease
- Head lice
- Virus

All cases of contagious disease such as chicken pox must be reported to our school (630) 293-0756, so that parents of exposed children may be notified as soon as possible. Children who are ill with chicken pox may return to school five days after coming down with the illness if all the pox have scabbed over.

If a child becomes ill while at school, his/her parent(s)/guardian will be notified by phone. Our classroom has a “sick area” with a cot, for ill children.

### **Medical Emergencies**

In the event of an emergency, an attempt will be made to contact the child’s parent(s)/guardian and /or 911, for the closest emergency room.

In the event of an accident, basic first aid will be administered, if needed. An accident form will be completed by a staff member, then given to the child’s parent(s)/guardian. A copy of this form will be on file at school.

### **Insurance**

Liability insurance coverage is provided for all enrolled children.

## **Polices**

### **Child Abuse**

*Abuse* refers to acts such as excessive beatings or punishments that lead to serious physical injury. *Neglect* refers to a lack of action as failure to provide food, medical services or emotional care.

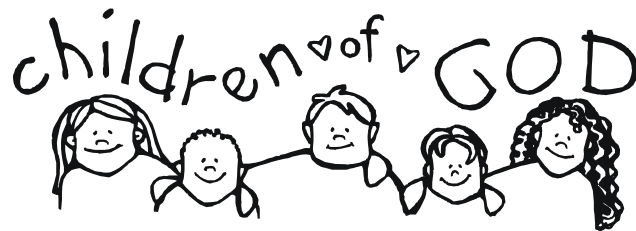
Hope Lutheran Preschool is obligated by state law to report any suspected child abuse or neglect. This is NOT to punish the parents of an abused child, but rather to protect the child.

### **Confidentiality**

A child's records will remain confidential. This includes a child's medical evaluation and other registration information.

### **Late Tuition Fees**

Tuition is due the first of each month. Any tuition received after the 10<sup>th</sup> of the month is subject to a \$10.00 late fee. There will be a \$25.00 charge for any check returned to us as insufficient funds. Please see the Director if you have special circumstances.



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