



# Parent HANDBOOK

September 2019- June 2020

## Hosanna! Preschool

Director: Linda Horneck  
630-584-1575

[lindah@hosannachurch.com](mailto:lindah@hosannachurch.com)

*a ministry of*

### Hosanna! Lutheran Church

36W925 Red Gate Road  
St. Charles, IL 60175

[Welcome@HosannaChurch.com](mailto:Welcome@HosannaChurch.com)

Licensed by the State of Illinois (DCFS)

Curriculum guided by the Illinois Early Learning Standards (CORE)

**NOTES**



**January**

Jan. 6, 2020 ..... **SCHOOL RESUMES**  
Monday, Jan. 20.....**NO SCHOOL**, M.L. King's Birthday  
Thurs./Fri. Jan 23 & 24.....Vision & Hearing Screening  
Mon. Jan. 27–31st .....**In-House Registration**

**February**

Sunday, Feb 2 .....**Church Member Registration**  
Friday, Feb. 7 .....**Alumni and Community Registration**  
Friday, February 7 .....V & H Rescreen  
Monday, Feb. 17.....**NO-SCHOOL**, President's Day

**March**

Week of March 16.....Parent/Teacher Conf.  
*(Watch for more details on Parent/Teacher Conferences.)*  
*(NO school for children on conference days)*  
Mon., Mar. 30—April 3.....**NO SCHOOL**, Spring Break

**April**

April 6 .....School Resumes  
April 10—No school.....Good Friday  
April 14 & 15.....Easter stories / Worship space

**May**

May 5 and 6 .....Mother's Day Tea  
Thurs. May 7.....2.5 - Mother's Day Tea  
Tuesday, May 19.....Family Ice Cream Social (6:30-8:00 p.m.)  
May 20 & 21 .....**Last Day's** of Preschool

**June (optional)**

Tuesday, June 2- Thursday, June 18.....Preschool in June

**Summer School for June 2020**

A summer school class may be offered during the month of June, extending the Preschool's current year by one month. This class is optional for families. Classes would be offered to currently enrolled families and taught by Hosanna! Preschool Teachers. Our summer classes would continue to follow the DCFS guidelines and regulations as outlined in your Parent Handbook.

Dear Preschool Families,

On behalf of Hosanna! Lutheran Church and Preschool we would like to welcome you to our preschool ministry. We are excited to serve you and your child(ren).

As part of our Christian ministry, we strive for excellence as we provide many enriching opportunities throughout the year for you and your family. Our Teachers are experienced, caring and qualified to conduct a program in a nurturing Christian environment. In addition, parents and families are an integral part of our program and are considered valued members of their child's education. Together we collectively make a profound impact on children's lives.

Beyond our weekly preschool ministry, Hosanna! offers additional opportunities to grow in faith and participate in fellowship activities for you and your Family. These opportunities are posted in special handouts and in newsletters. We welcome your participation.

We practice an open door policy, so if you have a need, question or concern, we are happy to visit with you. You are important to our ministry and we value your insights. We pray that this will be a year filled with blessings for you and your family.

In His Service,

*John Nelson*  
Senior Pastor

~ and ~

*Linda Horneck*  
Preschool Director

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## 2019-2020 CALENDAR

~ Note: Dates are Subject to Change ~

### August/September

Aug. 28 and 29 ..... Open House for children  
 Monday, Sept. 2 ..... **NO SCHOOL**, Labor Day  
 Tuesday, Sept. 3 ..... **First day** of classes  
 Th. and Fri, ..... 9 am and 12:15 pm  
 Sept. 5 and 6 ..... Parent Orientations

### October

October 9-10 ..... Parent Meet and Greet  
 Monday, Oct. 14 ..... **NO SCHOOL**, Columbus Day  
 Oct. 21-22 or 23 ..... Let's go to a Pumpkin Farm  
 (Details to follow)  
 Thursday, Oct. 24 ..... Dad's Pumpkin Carving\*  
 (6:15 p.m. for a.m. classes / 7:15 p.m. for p.m. classes)  
*\*For 3/4 yr. old and 4/5 yr. old classes only*

### November

Nov 7 and 8 ..... Class Pictures  
 Mon /Tues., Nov. 25 & 26 ..... Blessing of food  
 November 27 - 29 ..... **NO SCHOOL**, Thanksgiving

### December

Dec. 10 and 11 ..... Birthday Party for Jesus  
 Thursday, Dec. 12 ..... 2.5 Birthday Party for Jesus  
 Friday, Dec. 20 ..... Last Day of School for 2019  
 Monday, 12-23 thru Monday, 1-3 ..... **NO SCHOOL**-Christmas

# HOSANNA! PRESCHOOL

## PERSONAL TOYS

The children are welcome to bring books and music to share with their class. Personal toys should be left at home so they won't be misplaced or broken. If your child has something special to share at group time, such as a special memento from a trip or a special photo, please let his/her teacher know. From time to time, we will have special days where everyone is asked to bring something from home such as a Teddy bear or favorite story book. Please watch your class newsletter for information.

## CARPOOLS

**If parents form carpools transporting children to and from school, the preschool must be notified through written verification. Please sign each child in and out of the center on the sign-in/out sheets located at each classroom. Children will not be released to an unauthorized adult.**

## PETS

Any pet that visits the classroom must be up to date on shots and have been seen by a veterinarian within the year. Please bring verification before pet's visit to the classroom.

## SAFETY CONSIDERATION

**Children should NEVER be left unattended anywhere in the building. This includes but is not limited to the classrooms, hallway, play yard, bathroom and cars. Please make sure that your child has been released to a staff person or is with another parent before leaving the building.**

## PARENT INVOLVEMENT

Field Trips - Parents will be asked to accompany or drive children to and from our field trips. All children must ride in an approved car seat. Parents may leave their car seat at the center on the scheduled field trip day or choose to drive their own child to the field trip destination.

Parent involvement is encouraged, but not mandatory. Besides field trips, parents may be needed for special activities in the classroom, such as cooking and story dictation. ***(Because of our license requirements, siblings cannot be included in the classroom.)*** Parents have found it useful, in the past, to share baby-sitting with other parents in the program.

## MISSION STATEMENT

**We are a family of God's people joyfully sharing Jesus' love by serving all children. Our preschool provides a quality play-based education for children in a Christian environment. Our program respects each child's individual growth and development, while encouraging independence, good citizenship, and family participation.**

## PHILOSOPHY

Our program is based on a **developmental philosophy**. Our curriculum is designed to be flexible, so that we may provide experiences geared to the ability and readiness of each child.

## ANTI-BIAS POLICY

**Hosanna! Preschool does not discriminate against children and families by denying benefits, giving special advantages, or excluding them from programs or activities on the basis of their race, religion, sex, or national origin.**

## SPECIAL EVENTS POLICY

Hosanna! Preschool has a tradition of hosting special events such as Dad's Pumpkin Carving Night, Family Christmas Celebration, Mom's Day Tea and a Family Ice Cream Social which value individual parents in their relationship with their child. Although these events require the participation of your child and an identified family member(s), it is the desire of the preschool staff that no one be denied participation at these events due to family circumstances. Please **see the Director** if you have any questions or concerns regarding participation at our special events. Please check the preschool calendar (located at the end of this booklet) for specific dates.

## HOSANNA! PRESCHOOL POLICY

Enrollment is open to any two and a half to six year old child.

**All children must be toilet trained. Due to DCFS licensing regulations, no diapers, pull-ups or rubber pants are allowed.**

Our Preschool program operates on part-time, nine month September to May basis. A Lunch Bunch program or summer session in June may be offered for currently enrolled preschool children.

**Any preschool staff member having reasonable cause to believe a child, in their professional or official capacity, that may be abused or neglected, is required to immediately file a report with the Department of Children and Family Services.**

Hosanna! Preschool may place a special needs child in our program. Careful consideration will be given before accepting a child with special needs. The Preschool would work closely with the parents, the school district, and support staff, to ensure optimum programming for the child with special needs.

**Upon notification, Hosanna! Preschool may dismiss a child from the program for reasons of noncooperation, the inability of the family to adjust to the program, or if the program does not meet the needs of the child. Any unused tuition will be refunded.**

## BIRTHDAYS AND HOLIDAYS

Holidays and birthdays are very special. We encourage you to volunteer in your child's class and share a craft, story or picture on his/her birthday. During holiday time, we would love to have you come in to help with the added festivities or to share a holiday family tradition, story or craft with your child's class. **Please see your child's teacher for ideas and suggestions.**

***Cake, cupcakes, or cookies are for home celebrations. Our policy is not to distribute any birthday or holiday invitations, treat bags or party favors at school. It has been our experience in the past that some parents have felt a need to give out party favors or treats for holidays or birthdays. Instead, please consider donating a book to our library or donating something for the classroom.***

## DRESS

Dress your child for active play. Closed toed shoes (gym shoes) should be worn, as they are safe and helpful for large motor development. Children should be covered from neck to knees for appropriateness and comfort. Play clothes are best for children.

We go outside **every day** unless the wind chill, ice, or rain prevents us from outside gross motor. Mittens (vs. gloves) and hats are a must for cold weather. The morning and afternoon children who are dropped off at the play yard, should come dressed and ready for the outdoor environment. Children who end their day outside should bring clothes to change into. Boots and clothes that a child can manage promote a sense of independence. We also ask that you bring a change of clothes in the **tote bag** provided by Hosanna! Preschool. The Hosanna! tote bag will also accommodate artwork and notes which are sent home. **Please label everything with your child's name!**

## PRESCHOOL REGISTRATION

basically reasoning—finding out what has happened and why. If a behavior problem cannot be resolved by reasoning, or if it continues to occur, a child may be asked to do something else (redirection). **A child who has bitten** someone will be immediately removed from the classroom. The child's parent will be called immediately to pick up the child. The injured child's parents will be informed via an injury report form. The Preschool reserves the right to dismiss from the group any child whose presence is detrimental to the group. The staff is available to confer with you, regarding your child's behavior.

### COMMUNICATION

The Preschool phone has a land line and answering machine (630-584-1575). In case of an emergency and you are unable to reach us, please call the church office (630-584-6434). Please use our Facebook and web site also.

Parents whose children are enrolled in our classes will receive a written Observation form in November. Regularly scheduled parent/teacher conferences will be held in March for all parents. Monthly newsletters will be sent home with your child to keep you informed of classroom activities. Check classroom bulletin boards for daily planning and changes in the schedule.

Parents are encouraged to share their thoughts openly. If an issue arises, please consult your child's **Teacher**. If resolution is still being sought, please consult with the **Director**, and she will listen to your concern. A meeting may be set up with the Parent, Teacher, and Director to encourage resolution of an issue.

### SNACKS

Parents are asked to provide supplies or snacks via the supply list. The snack calendar outside your child's classroom will indicate what snack was provided for the day. Please note: HPS IS A PEANUT/NUT FREE SCHOOL All snacks must be store bought and packaged.

(Sorry, no home-baked items are allowed, as per DCFS.)

Hosanna! Preschool admits children of any race, color, national and ethnic origin to all the rights, privileges, programs and activities made available to children at our school. It does not discriminate in its educational policies, admissions policies and scholarship programs. All families are invited to make an appointment to visit the school.

**In House Registration** - Registration packets for currently enrolled families will be distributed the third week of January and are due back during the fourth week of January. In case of school closures, registration will begin on the first open day of that week. Registration guidelines for currently enrolled families, will be distributed with the registration packet. Registration forms will not be accepted from families not current with tuition payments. Please see the Director, if you have any questions about registration.

**Church Member Registration** Hosanna! church members listed in the churches directory, may register on the **first Sunday in February** between the hours of 9:00 - 11:00 a.m. Church member preschool registration is only open to **current** Hosanna! church members. Priority for the preschool program is given after currently enrolled families register. Church members, who miss the February registration, please refer to the "Community Registration" section of this policy.

**Alumni & Community Family Registration** Families who are not currently enrolled in our program, but have been in the program before may preregister their child, by coming to the preschool on the first Friday in February. Paperwork and registration fee is due at this time. This preregistration list does not guarantee a preschool spot in the program. It is intended to be used as a "first call, first to register" list after currently enrolled and church member families register.

## PRESCHOOL REGISTRATION cont'd.

Community Registration will begin the **first Friday in February**. Families may preregister their child by coming to the preschool.

**Hosanna! Preschool strives to place each child in a class setting that will be optimal for their growth and development. Parents are encouraged to review this information when deciding on placement for their child(ren).**

The Age Guidelines are as follows:

1. A child must be 2 by March 1<sup>st</sup> to be eligible for the **2 ½ year old / two day class**.
2. A child must be 3 by September 1<sup>st</sup> to be eligible for the **3 year old/ two day or three day class**.
3. A child must be 4 by September 1<sup>st</sup> to be eligible for the **4 year old / three day, four day or five day class**.

Guidelines for class selection:

1. Guidelines for a child that enrolls in the **2 ½ year old** preschool class (would typically result in *three years of preschool*).
  - A. 1<sup>st</sup> year - place in 2 ½ year old / two day class
  - B. 2<sup>nd</sup> year - place in 3 year old/two or three day class
  - C. 3<sup>rd</sup> year - place in 4 year old / three, four or five day class
2. Guidelines for a child that **does not** enroll in the **2 ½ year old** preschool class (would typically result in *two years of preschool*).
  - A. 1<sup>st</sup> year – place in 3 year old/two or three day class
  - B. 2<sup>nd</sup> year – place in 4 year old/three, four or five day class

## MEDICINE

Preschool staff is not responsible for administering medication. However, please alert the staff if your child is currently taking any medication.

## CLEANING AND BUILDING MAINTENANCE

Our school is cleaned and maintained every morning; or as needed, by a professional cleaning service and pesticide company. Please see the sign if fertilization has taken place within 24 hours in the PS play-yard..

## ABSENCES

If your child will not be coming to school on any regularly scheduled day, please leave a message on the Preschool answering machine by 8:30 A.M. so the teachers will know how many children to plan for that day.

## INSURANCE

Parents are responsible for their own child's insurance coverage. The Preschool carries secondary insurance on each child.

## EMERGENCY PROCEDURE

The Staff will make every effort to contact you, the parent or guardian, first, if your child should become sick or injured. However, if a parent/guardian cannot be located, we will then call your child's physician or the emergency paramedics, depending upon the nature of your child's injury or illness. Parents will be responsible for any incurred paramedic and/or hospital bills. Staff members on site have been trained in First Aid and CPR.

## RECORDS

All records are confidential and kept five years after your child leaves the Preschool. All information about a child will be kept confidential, unless permission is granted in writing by the child's parents.

## BEHAVIOR AND GUIDANCE

The staff person may need to intervene with play if a situation appears to need intervention; such a child being hurt, (i.e. biting, hitting, kicking), center materials being damaged or a child endangering him/herself. The discipline that is used first is ...



If staff is unable to contact a parent/guardian or emergency contact person within 45 minutes of dismissal time, the Kane County Sheriff or DCFS will be contacted for assistance. The child will be released into the custody of a community representative.

The child will remain with a Teacher or Director until the parent or outside authority arrives. At no time will the child be held responsible for the late situation. No discussion of the situation will be held in the presence of the child.

There is a charge for late pick up when it becomes a chronic situation. In that circumstance, a fee of \$15.00 will be expected for every 15 minute increment.

### **VISITORS**

All visitors are asked to enter the building through the north doors (Door #1), check in the church office and be escorted back to the Preschool office.

### **SNOW CLOSINGS**

Closing the Preschool is generally determined by School Dist. 303, but in some cases, it is a joint decision by Hosanna! Church and Preschool. Please refer to School District 303 web site: [www.d303.org](http://www.d303.org) to verify closure. If the weather changes during the course of the day, information gathered may affect our Preschool. If a classroom cancellation occurs, calls will be made to families as soon as possible. It is the policy of the Preschool to make up one snow day **if two** consecutive snow days are missed per **scheduled** session.

## **HEALTH PRECAUTIONS**

**Sick children do not belong in school.** If your child is well enough to be in school, they will be asked to participate in all indoor/outdoor activities. If your child becomes ill at school, we will notify you immediately. Please report any communicable disease to HPS. Children must be fever free, vomit or diarrhea free for 24 hours before they return to preschool. **All children must wash hands as soon as they enter the classroom.** This is a state law. HPS follows the Illinois Department of Public Health and the Kane County Health Department. Vision and Hearing screening will apply to all 3-5 year olds at Preschool.

### **The Director's Registration Collection Procedure:**

Gather all registration information and begin placement.

### **The Director's Registration Placement Procedure:**

1. Gather all Registration Forms within each of the categories
2. Place In-House children in classes
3. Place returning 4 year old children to program. (Requesting a second year.)
4. Place Church Member children in classes
5. Place Alumni then community children in classes.

**If the Preschool is closed due to inclement weather etc. registration will begin on the first open attendance day during the week.**

**The Preschool will make every attempt to place families in their first choice. Please take careful consideration in selecting a second choice. If children are placed in their second choice, they will be placed on a wait list for their first choice. Parents will be notified if and when there are changes in enrollment. Registration fees are non-refundable.**

In rare instances exceptions to the above procedures may be made. The Preschool Board of Directors will be informed of any such instances.

**Paperwork and registration fees are due during the pre-registration process. This pre-registration list does not guarantee place in the program. It is intended to be used as a "first to register" list after currently enrolled, church member, and alumni families register.**

Class verification for child(ren) will begin the second week of February. A formal registration packet will be mailed to enrolling families. The paperwork can be brought to the church office M-F from 9-5 pm, or mailed to the preschool office.

**TUITION**

Tuition is to be paid monthly, September through May, and is due the **first of each month**. No bill will be sent. No credit will be given for any days a child is absent for any reason. Checks will be receipted only upon request. Cash payments will be receipted. Any check returned from the bank requires a \$25.00 charge. All current year tuition must be paid in full by May 15th to guarantee placement the following year.

2.5 - 3 year old	2-day (T-Th a.m.)	\$151/month
3 - 4 year old	2 day (T-Th)	\$156/month
3 - 4 year old	3-day (MWF)	\$198/month
4 - 5 year old	3-day class	\$198/month
4 - 5 year old	4-day class	\$223/month
4 - 5 year old	5 day class	\$235/month

**(checks payable to Hosanna! Preschool)**

**Hosanna! Lutheran Church members receive a \$5.00 per month tuition discount.**

No tuition will be refunded for the days when the Preschool is closed for holidays, snow days or other reasons the Board of Directors and/or Director deems necessary. Check the calendar at the end of this handbook for school holidays.

Notification of withdrawal from the program should be made in writing 30 days prior to withdrawal, or monthly tuition will apply.

Tuition Agreement Form must be signed and returned to the Preschool office.

Effective 12/89  
 Revised 5/92; 5/93; 8/94; 7/95; 5/96; 5/97; 6/98; 6/99; 4/01; 6/02; 7/03;  
 8/04; 8/05; 8/06; 7/07; 7/08; 7/09; 7/10; 6/11; 6/12; 6/13;6/14;8/14;8/15; 8/16;  
 6/17,8/18, 6/2019(Please keep for reference)

**SCHOLARSHIP POLICY**

Hosanna! Preschool has established a scholarship program. The Preschool may offer assistance to families with documented financial need, to allow children to attend our program. The Scholarship program is funded by:

- donations to the scholarship fund, which are accepted at any time;
- 10% of profit raised through Preschool fundraising is dedicated to scholarship; and
- transfers from operating surplus at year-end.

It is preferred that families requesting scholarships pay a portion of the monthly tuition. The family's portion of tuition is to follow the tuition guidelines regarding payment and due dates as found on page 5. The amount of scholarship will be determined by the scholarship committee of the Hosanna! Preschool Board of Directors, based upon financial circumstances of the child's family and the availability of money in the scholarship fund.

**ARRIVAL AND DISMISSAL**

All children must be accompanied to and from the center by an adult. Please hold your child's hand in our parking lot. A "Sign-In" and "Sign-Out" sheet will be displayed for adult signature.

**LATE PICK-UP POLICY**

Hosanna! Preschool does not offer a day-care program. Please contact the school if you will be late picking up your child at 11:30 (a.m. class) or 3:00 (p.m. class). The Teacher will reassure your child/children that someone will be here soon. The Lunch Bunch program's pick-up is at 1:00 pm.

If we have not heard from the parent within 15 minutes of dismissal, attempts will be made to reach the parent/guardian. For the protection and safety of your child, it is important that we have **current, local emergency contact names and numbers** as well as **cell phone** numbers for the parents/guardians.

In the event we are unable to reach the parent/guardian within 15 minutes (11:45 for a.m. class, 3:15 for p.m. class and 1:15 for lunch bunch) the emergency contact person(s) will be called. Staff will make no less than 3 attempts to reach the parent, guardian, and/or contact person(s).