


HOLY CROSS PRESCHOOL HANDBOOK



2025-2026



3315 11th Avenue
Kearney, Nebraska 68845



Holy Cross Preschool is designed to most effectively meet the needs of the students. Children are provided with a learning environment that gives them the opportunity to explore, to manipulate, to create, to question, and to discover at their own rate. Children learn through doing, investigating, and discovery. The program establishes a learning environment that allows each child to develop at his/her own rate. We will enjoy playing with others, listening to stories, playing group games, outdoor play, painting, singing, drawing, building with blocks and many more activities.

The children are taught Bible stories and songs about God's love. The focus of this program is on the whole child with emphasis in the areas of social, personal, emotional, physical, language development, and intellectual growth.

The Preschool is licensed by the state, and has state certified teachers.

HOLY CROSS LUTHERAN CHURCH

Church Services Sunday 8:00, 9:30 & 11:00 am & 5:00 pm

Sunday School 9:30-10:30 am (Sept.-May)

Adult Classes 9:30-10:30 am

(308) 237-2944

dkitzelman@hclk.org

www.holycrosskearney.org

WHAT TIME/arrival and dismissal?

Preschool hours are 8:30-11:30 am and 12:15- 3:00 pm for 4 and 5 year olds. For 3 year olds 9:00 - 11:30 am. Please walk your child to the building and wait for us to take their temperature. Dismissal will be on the playground or outside the preschool doors. The preschool doors will remain locked at all times. If you come during your child's class please ring the doorbell or text/call Mrs. K's cell number to get in 627-7809. **Please be prompt in picking up.**

WHAT ABOUT SNACKS?

During each session there will be a time for the children to have a snack and milk. In the monthly newsletter each child will be assigned days in which they will be responsible for the snack. Milk provided by the parents. NO CUP CAKES FOR any occasion. Please remember this is only a snack. Thanks for the snacks! The teachers appreciate it - the children love it!!! Information is on snack bucket.

WHAT ABOUT SNOW DAYS?

Mrs. K will send **a text message** that you have all signed up for. If Kearney Public Schools are closed, we will not have school. This will give you the most current and up to date information. If in doubt, please call or text Mrs. K @ 627-7809. Please do not call the church office. Thanks

What should children wear?

Your child will be very comfortable in his or her everyday play clothes. We will be painting and doing activities outside as well as playing games that will require sitting on the floor. Tennis shoes are best for school. Any other shoe can become a distraction. Please dress them appropriately for the weather. During winter months we request boots, hats, mittens and heavy coats.

Tuition?

Tuition is due on the 15th of each month. A notice will be sent home with your child on the 20th of each month if tuition has not been received. M-W-F am = \$140.00 M-T-W-TH pm = \$165.00 and T-TH am = \$115.00 beginning in September and ending in May. Late payment will be dealt with on an individual basis. Questions on tuition payments need to be directed to Tammy Hayden, Finance Administrator, thayden@hclk.org.

Can they bring toys from home?

We have many toys at the preschool that the children can play with, so it is best each child leave his or her toys at home. We would not want a special toy lost or misplaced, as this can be upsetting to a child. We would suggest the children leave their toys at home.

What about when my child is ill?

When your child is ill, please call the church or text Mrs. K. to let the staff know your child will not be attending. Any child running a fever or with a communicable disease cannot attend school. We cannot disperse medication at school.

Termination

We reserve the right to drop a child from the program for any of the following circumstances:

- Lack of cooperation from the parent(s)
- Lack of payment
- Child's inability to adjust
- Other children's safety

Child becomes a one on one staffing

This is not an exclusive list and a child may be dismissed due to other circumstances.

Suspension and Dismissal

Rarely, but once in awhile, if a child's behavior is out-of-control, we will contact a parent to pick up the child and keep them out of our program for the rest of the day. This would be in they are hurting themselves or others, or our property. We do not use physical holds at our preschool. Again, we reserve the right to dismiss any child from our program that threatens the safety and well-being of the other children or our staff. When a parent is called to pick up a child fro the remainder of the day, the child can return to their next class but must be able to function appropriately in the child-to-staff ratio that we maintain. If not, we will ask you to make other preschool arrangements.

Parent complaint procedure

If you have questions, concern or grievances, please feel free to contact Mrs. K, preschool director @ 627-7809 or email: dkitzelman@hclk.org. If you have bigger concerns, please contact our Parish Administrator, Dorothee Jones at 237-2944.

Book orders

The Scholastic Book Club is an excellent opportunity for you to begin, or expand a library for your child. Book orders will be sent out 2 to 3 times a year. You may order on-line at scholastic.com/readingclub using the activation code DWZP9. Orders on-line must be placed by the date on the sheet attached to the forms. It will take about two weeks for the order to be returned.

Coats and Jackets

Rules for outside recess:

If the temperature is 61 and above short sleeves.

If the temperature is 55-60 long sleeves or a jacket.

If the temperature is 54 or below they must wear a jacket/coat.

Release of Children/Verification of individuals

Names are listed on your child's registration form of individuals that can pick up your child from preschool. Staff will ask to see a photo ID until we are familiar with the person picking up your child. If someone that is not listed on your form is picking up please text Mrs. K @ 627-7809 and let her know. Also, please explain to the person picking up that they will be required to show a photo ID.