Hanover Learning Academy

Kitty Kats

Parent Handbook

8/17/21

We are pleased to have your family as a part of our Hanover Community Schools Family. This handbook is just one of the many opportunities for communication between the school system and families. It is intended to provide a quick-reference tool regarding our practices, policies, procedures, and programs.

Hanover Learning Academy Program Information

School:	Hanover Learning Academy 10120 W. 133rd Avenue Cedar Lake, IN 46303
Phone:	219-374-3871
Superintendent:	Dr. Mary Tracy-MacAulay
Assistant Superintendent:	Mr. Phil Misecko
Dean of Students:	Mrs. Cindy Rosinia

STAFF INFORMATION

Mrs. Lisa Bochnowski	Director and Lead Teacher
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Mrs. Marcy Ishmael	Teacher
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Mrs. Janice Wilschke	Teacher
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Mrs. Janet Neitzel	Administrative Assistant
jneitzel@hanover.k12.in.us	219-374-3871
Mrs. Stephanie Kotecki	Classroom Aide for Mrs. Bochnowski
Mrs. Melissa Stilley	Classroom Aide for Mrs. Ishmael
Mrs. Julie Keener	Classroom Aide for Mrs. Wilschke

Handbook Purpose

This handbook is just one of many opportunities for communication between the Hanover Learning Academy, students, and their parents. It is intended to provide beneficial information regarding practices, policies, procedures, and programs common to the Hanover Community School District schools.

There are many options for parents to become involved in their child's education. You are encouraged to contact the school's administration and faculty whenever you have questions.

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Enrollment Procedures

There will be **four** classes for the 2025-26 school year:

- Two full-day programs on Mondays, Tuesdays, Wednesdays, and Thursdays from 8:30-2:30 p.m. - $375 per month.
- A half-day A.M. program on Mondays, Tuesdays, Wednesdays, and Thursdays from 8:15-10:45 a.m. - $185 per month.
- A half-day P.M. program on Mondays, Tuesdays, Wednesdays, and Thursdays from 11:45-2:15 p.m. - $185 per month.

More classes will be added in subsequent school years.

Scholarships are available for eligible/qualifying families. Please ask Mrs. Neitzel for more information.

Selection Process:

- Each class will include 14 students. A total of 56 Pre-K students will be in all classes.
- Children must be **four years old by August 1, 2025,** for consideration.
- Only 4-year-old students that reside in the Hanover Community School Corporation will be considered.
- Spots will be dedicated to the staff of Hanover Community School Corporation and previous/current families first. Pre-registration will be sent to staff PRIOR to the public. **Any spot that is not filled will be made available to residents who live within the school district.**
- The application process will be open from **Friday, January 10, 2025, through Friday, January 17, 2025.** No late applications will be accepted due to limited availability.
- Pre-registration will be on a first-come, first-serve basis. There will be no lottery system for the 2025-2026 school year.
- **ALL** families will be notified via email whether their son or daughter was placed in a class or on a waitlist. **Families must accept the placement by the assigned date or the spot will open to other families.**
- After all spots have been filled, all remaining student names will be selected and placed in the order of selection on a designated 'waitlist'. If openings become available, families will be notified.
- Families with multiple children that are 4 years old by August 1, 2025, may register all children.
- The selection process is new yearly.
- All families will be notified via email about their child's placement on Friday, January 24, 2025. Families must accept the placement by the assigned date or the spot will open to other families.
- In-person registration appointments will be made for select days in March.

Registration

- Completed physical record including immunization record within 30 days of enrollment (completed annually)
- Photo I.D. of Parent/Custodial Parent/Guardian
- Proof of residency is required as per Board policy
- All documents related to custody, if applicable
- Allergy/nutrition paperwork
- Medical documentation and immunizations

School Fees/Tuition

- Monthly fees are established based on the instructional days in session. In months with long breaks, fees will be prorated.
- Fees will be due at the start of school and then on the 1st of each month for the remainder of the school year.
- Failure to pay fees promptly may result in withdrawal from Hanover Learning Academy.
- Students needing financial assistance may submit a free and reduced application on the district website or in the office.
- Fees will be paid online through PowerSchool.

Hanover Learning Academy Monthly Fee Schedule for 2025-2026		
Month	**Full Day**	**Half Day**
August	$251.25	$124.00
September	$375.00	$185.00
October	$251.25	$124.00
November	$375.00	$185.00
December	$251.25	$124.00
January	$375.00	$185.00
February	$375.00	$185.00
March	$375.00	$185.00
April	$375.00	$185.00
May/June	$375.00	$185.00

Program Hours

Pre-K students may be dropped off at Door C **5 minutes before** school begins.

Currently, the Pre-K sessions are as follows:

Mondays, Tuesdays, Wednesdays, and Thursdays

AM Session: 8:15 a.m-10:45 a.m.

PM Session: 11:45 a.m.-2:15 p.m.

FULL DAY Session: 8:30 a.m.-2:30 p.m.

Attendance

Please notify the school each day of your child's absence.

In the event of an absence, please contact Mrs. Neitzel by calling 219-374-3871 as soon as possible.

Early Dismissal

Gold dismissal forms should be filled out for any early dismissal. We will provide them to you. They should be sent in to school the day of the early dismissal.

Students should be picked up **immediately** following their enrolled session. Prompt pickup is important due to staff commitments such as parent-teacher meetings, training, and staff meetings.

Your child will only be released to individuals listed on your emergency authorization form or when you have personally indicated to the teacher via a written note or phone call that an individual is allowed to pick up your child. Additionally, staff will request an identification card to release a child if that staff member is unfamiliar with that individual. Anyone who picks up a student must be at least 18 years old. We appreciate your support with this very important practice to keep your child safe.

Drop-Off/PIck-Up Safety Measures

To ensure all children's safety, and we respectfully request that you follow these suggested measures with your child:

- Vehicles coming to Hanover Learning Academy should enter off of 133rd Avenue between the tennis courts and Cedar Lake Public Library. Continue straight past the tennis courts, turn left after the parking lot behind the tennis courts, then turn left again between the tennis courts and the high school.
- Drop-off will begin at 8:10 a.m. for AM students, 8:25 for Full-day students, and 11:40 a.m. for PM students at Door C by the playground area. **ADULTS DROPPING OFF FULL-DAY STUDENTS MAY NOT GET IN LINE UNTIL 8:20 TO ENSURE ALL AM STUDENTS HAVE BEEN DROPPED OFF.** Vehicles should form a single file line against the curb on the passenger side. Adults should remain in their vehicles as a Hanover Learning Academy staff member will open vehicle doors and assist students with exiting the vehicle on the passenger side. **Please have your child unbuckled and ready to exit the vehicle.** Cones will be placed along the sidewalk showing you where to wait for your child to exit the vehicle. Vehicles should

exit to the left between the tennis courts and 133rd Avenue.

- Pick-up will begin at 10:45 a.m. for AM students and 2:15 p.m. for PM students, and 2:30 p.m. for Full-day students at Door C by the playground area. **ADULTS PICKING UP FULL-DAY STUDENTS MAY NOT GET IN LINE UNTIL 2:25 P.M. TO ENSURE ALL PM STUDENTS HAVE BEEN PICKED UP. Adults picking up AM students should not be in line any earlier than 10:35 a.m. Adults picking up PM students should not be in line any earlier than 2:05 p.m.** Vehicles should form a single file line against the curb on the passenger side. **PLEASE HANG THE BLUE SIGN WITH YOUR CHILD'S NAME ON IT FROM YOUR REARVIEW MIRROR.** Adults should remain in their vehicles as a Hanover Learning Academy staff member will open vehicle doors and assist students with entering the vehicle on the passenger side. Cones will be placed along the sidewalk showing you where to wait for your child to enter the vehicle. Once your child is in the vehicle, please pull forward and turn left in front of the tennis courts to buckle your child. Vehicles should exit to the left between the tennis courts and 133rd Avenue.
- **THERE IS ABSOLUTELY NO SMOKING, VAPING, OR DRINKING ALCOHOL IN THE PICK-UP/DROP-OFF LINE. IF NECESSARY, WE WILL CALL THE SCHOOL RESOURCE OFFICER TO COME DOWN.**

Late Arrivals

If you are dropping off late or picking up early, you must enter through Door D by the tennis courts. This is a secure entrance. You need to press the buzzer, Mrs. Neitzel will ask your name and purpose for your visit, and you will be buzzed into the lobby. You will need to sign your child in and out at this entrance.

Emergency Closing & Delays

Below is the schedule we will follow for 2-hour delays:

FULL Day Session:	10:30 a.m.-2:30 p.m.
Both AM and PM Sessions (alternating):	11:45 a.m.-2:15 p.m.

School closings or delayed openings because of cold or icy weather or hazardous conditions are announced on Parent Square, Facebook, phone calls, and email. **PLEASE BE SURE TO CHECK PARENT SQUARE FOR THE MOST ACCURATE INFORMATION!**

Further, closings, delays, and cancellations will be communicated to parents/legal guardians through the district's notification system.

Notification System

Hanover Community Schools utilizes an automated notification system that allows school personnel to instantly broadcast information about an emergency to parents or guardians. Please make sure the school has an accurate phone and email addresses so you receive these notifications.

Child Custody

The staff and administration will rely on the most recent certified (court-stamped) copy of any order or decision in the child's file regarding custody/allocation of parental rights and responsibilities. Parents/legal guardians should provide the school with a certified (court-stamped) copy of any court document addressing custody and/or allocation of parental rights.

Pre-K Staff

All Pre-K teachers are licensed through the Indiana Department of Education.

Pre-K Curriculum

The Hanover Learning Academy uses a curriculum that is aligned to the Indiana Early Learning Foundations

Updated curriculum resources is found on the district webpage: https://hla.hanover.k12.in.us/

Parent/School Communication

Communication between home and school is vital in supporting your child's interests and efforts. Therefore, we strive to provide ample opportunities for communication between home and school. Listed below are examples of communication opportunities. However, please note that if one method is preferred by you as a parent or guardian, we will strive to use the most efficient manner in each case.

These methods of communication include but are not limited to:

- ❏ Daily communication notes/conversations from staff
- ❏ Phone calls initiated by parent/guardian or staff
- ❏ Email initiated by parent/guardian or staff
- ❏ Parent Square
- ❏ Newsletters by classroom teacher and/or director
- ❏ Family involvement activities
- ❏ District email notices
- ❏ Completing paperwork as requested by the Pre-K staff
- ❏ Conferences as requested by either the family or staff (scheduled conferences are in late January)

Parents are encouraged to ask questions, and become involved with their child's educational growth and development. Filling out and returning all emergency forms are the parent's responsibility. If there are changes in this information, please call the office or notify your child's teacher as soon as possible. **It is important for the safety of your child that we know how to reach you.**

The teachers and related service personnel are interested in open communication with parents to support their children's efforts. If any situation exists that might cause anxiety for your child or a change in his/her normal routine as it relates to school, please notify the teacher.

Progress Reports and Parent-Teacher Conferences

All students enrolled in the Pre-K program will receive a progress report in January and the end of the school year unless otherwise modified due to enrollment dates.

In addition to scheduled conferences, you are welcome to request a parent-teacher conference with any teacher at any time of the year. However, it is imperative that an appointment is made ahead of time. Drop-in conferences often run over and interfere with class time or with daily planning, so please plan ahead for conferencing. By making an appointment, the teacher will be better prepared to discuss whatever issue there may be and help find a solution that is agreeable for all parties.

Classroom Visitation/Parent Involvement/Volunteers

There are many options for parents and guardians to become involved in your child's education. You are encouraged to contact your child's teacher whenever you have questions, comments, or concerns.

However, please rest assured that there are ample opportunities for you to participate in a variety of aspects of your child's preschool experience.

Volunteers must complete a volunteer form and turn it into the office with a copy of their driver's license. We have you fill them out prior to asking for volunteers. We will let you know when volunteers are needed!

Visitors

Due to safety considerations, all visitors are expected to report to the Hanover Learning Academy office upon entering the building. Any visitor to the building must obtain a visitor's badge to wear while in the building. Anyone found in the building without the visitor's badge will be asked to report directly to the office.

Field Trips

Families will be notified of opportunities to engage in activities throughout the year with your child at the school and outside of the school environment. These activities will enrich your child's life experiences and build upon the preschool curriculum. Parents/guardians will be notified of any field trips prior to the field trip. Additionally, consent will be required in order for your child to engage in any field trip provided by the Pre-K program. **Chaperones must have approved background checks to be able to attend.**

Snacks

Snacks are a valuable component of the Pre-K routine. It not only provides children with nutrition, but it is also a time to support each child's development. Providing snacks in a family-style environment promotes language, self-help skills, independence, and numerous other skills.

- Full-day students should bring a lunch from home to be eaten around 11:30 a.m., two healthy snacks (one for the morning and one for the afternoon), and a thermos or bottle filled with WATER for snack time. You should also send milk or water for lunch. We ask that you DO NOT send juice because we eat in our carpeted classrooms.
- AM or PM students should bring a healthy snack from home and a thermos or bottle filled with WATER.

For birthday celebrations, your child may bring in **INDIVIDUALLY, PRE-PACKAGED, STORE BOUGHT TREATS FOR THE CLASS (no bakery cupcakes).** Your child's teacher will communicate any allergy restrictions and class size with you.

Recess/Gross Motor Time

Weather permitting, all children will have the opportunity to go outside. Therefore, students should dress according to the weather forecast, including coats, hats, gloves, boots, etc. We will play in the snow during the winter, when possible. On days of inclement weather, children will engage in gross motor activities within the building.

What Should My Child Wear to School?

Since your child may be involved in "messy" activities such as painting, sand, and water play, it is suggested that you dress your child appropriately for these activities at school. The children also have opportunities to play outside when weather permits. Therefore, it is important to dress your child in casual play clothes and dress them for outside play. We encourage you to not send your child in sandals, flip flops, or crocs for their safety.

Please send in a complete change of clothes in the event that your child's clothes become wet or soiled. **WE UNDERSTAND THAT ACCIDENTS HAPPEN, BUT STUDENTS MUST BE FULLY POTTY-TRAINED TO ATTEND.** Also, please mark your child's coats, sweaters, mittens, etc. with her/his name. We appreciate your support.

Child Guidance & Behavior Management

The Hanover Learning Academy is committed to utilizing positive behavior approaches in an effort to improve children's behaviors by fostering self-regulation and positive social skills. The program believes that it is important to be proactive when approaching behavior management strategies. We adhere to the guidelines put forth by the National Association for the Education of Young Children (NAEYC) policy statement with regard to the provision of developmentally appropriate preschool programming.

Emergencies or Accidents at School

If your child becomes ill or involved in an accident at school making it necessary for your child to go home, the parent/legal guardian will be contacted. If you cannot be reached, teachers will use the emergency list that was provided at registration to contact someone to care for your child.

These emergency contact numbers are very important, as these individuals may be asked to take responsibility for your child in a crisis. Please make sure these people are willing to take this responsibility and have transportation to take the child home, if needed. Please keep the contact sheet updated at all times, as we need to have ready access to someone in case of emergency.

If you are moving during the year it is important to send your new address immediately to your child's teacher. This also applies to a change of telephone numbers and changes of parent's names or emergency contact numbers. Also, if you go out of town, please notify the school. Your babysitter's name should be given, as well as anyone who should be called in case of an emergency.

Student Health & Medication
Communicable Illnesses/Problems

Communicable illness/problems are part of school life. Every effort is made to keep parents/guardians informed of possible exposure through notices sent home when a grade level is exposed. If your child is diagnosed with a communicable illness, such as strep throat, chickenpox or head lice, please inform the school immediately. With everyone's cooperation, the spread of these health concerns can be limited. It is the health policy to exclude from the school any child who has:

- Temperature of 99.6 degrees and above
- Any inflammatory eye condition
- Cough associated with fever or continuous unrelieved cough
- Cold symptoms associated with other signs of illness
- Sore or inflamed throat
- Discharge from ears · Vomiting or diarrhea
- Undiagnosed skin eruptions or rashes
- Childhood diseases (e.g. measles, mumps, chicken pox, etc.)
- Head lice (Students who have been identified as having lice, must be brought to school by the parent, after treating the lice, and be rechecked. Children with nits or live lice in their hair will not be readmitted to school.)

Children must be fever-free for 24 hours WITHOUT the use of fever-reducing medication to return to school.

Medications

For safety reasons, medicine—both prescription and over-the-counter—should be administered at home. If a physician requires the administration of medication during school hours, state law requires a Prescriber Statement form to be on file. This form must be completed and signed by the physician, signed by the parent, and be on file in the classroom. This form may be obtained from your child's teacher.

In addition, the following requirements should be noted:

1. Children are not allowed to carry medication (prescription or non-prescription) on or with them at any time.
2. Parents/Guardians must bring medicine to school in the original container. Each medication must be current and carry a prescription label with the child's Name, drug identity, dosage instructions, doctor's name, and prescription date.
3. Medication may not be sent to school in the student's bookbag, pocket, or other means on his/her person. Medications must be brought in by the parent/guardian.
4. A written log of dosage, time, and date must be kept by the preschool staff.
5. Staff administering medication must be trained.

PART II: ADDITIONAL DISTRICT INFORMATION

Emergency Drills

Thank You!

We are so pleased to have your family as a part of our Hanover Community Schools Family! This handbook is just one of many opportunities for communication between the school system and families. There are many options for parents and guardians to become involved in your child's education. You are encouraged to contact your school's administration and faculty whenever you have questions, comments or concerns. We're here for you!

Best wishes for a great school year!

In order that students may know how to act quickly and without confusion in emergencies, fire, and disaster drills are held at regular intervals throughout the year. Teachers will give students instructions after school begins. These instructions must be followed carefully. All students in the building must leave during each fire drill. Lockdown drills, tornado drills, and earthquake drills will also be practiced during the school year.