

Happy Hands Preschool

24 North Main Street, Princeton, Illinois 61356
Phone (815) 875-2124 ■ Fax (815) 872-1958
E-mail: happyhands@eccprinceton.org

HOW TO ENROLL YOUR CHILD

Thank you for your interest in enrolling your child in Happy Hands, **please return the enclosed registration form and a \$25 non-refundable registration fee** as soon as possible to the Happy Hands classroom, the Happy Hands office, or mail them to:

Happy Hands Preschool - 24 N. Main Street - Princeton, IL 61356
(Make checks payable to HAPPY HANDS PRESCHOOL.)

GENERAL INFORMATION

GENERAL DESCRIPTION: Happy Hands Preschool was established in 1967. It is a non-profit weekday preschool that provides an atmosphere and setting that is conducive to creative learning for children. The preschool plans a program that encourages the social, emotional, physical, intellectual and spiritual needs of children. Our facilities are designed for the preschooler and our program of free-play periods alternated with directed activities is designed to meet the needs of growing children.

PURPOSE: It is our purpose to provide an environment that allows a child to develop a positive self-image. This is accomplished by allowing children to learn at their own pace and in ways that will encourage good habits and positive attitudes.

Our goal is to help children:

- adjust to new situations.
- feel comfortable and secure in their environment.
- learn to reason and problem-solve.
- successfully communicate and share with others.
- develop a love for learning.

CLASSES: Three-year-old children may attend two sessions per week. Four and five-year-old children may attend two or three sessions per week. Classes begin in September and end in the middle of May. Our preschool attempts to follow the schedule of the Princeton Elementary School System with regards to **most** vacation times.

<u>Class for 3's</u>	Mon/Wed a.m.	9:00 - 11:15
<u>Class for 3's, 4's & 5's</u>	T/Th a.m.	9:00 - 11:15
<u>Class for 3's, 4's & 5's</u>	T/Th p.m.	1:00 - 3:15
<u>Class for 4's & 5's</u>	M/W/F p.m.	1:00 - 3:15

TUITION: The MONTHLY tuition fees are as follows:

2 sessions per week - \$85

3 sessions per week - \$128

Payment is usually made on a monthly basis. An envelope is sent home with each child at the end of each month with the tuition due on or before the 10th of the next month. There is also an option of multiple monthly payments or one yearly payment. If a child is absent due to an extended illness, an adjustment may be made according to the number of days he or she attends per week. There are no "make-up days". Refunds or reductions are not made for any reason except extended illness.

Scholarships are available if financial help is needed.

MEDICAL INFORMATION: Each child must have a physical examination prior to the beginning of school. The medical form will be provided at the time of enrollment and must be completed and presented by the first class session.

ORIENTATION: Parents and the children enrolled in Happy Hands are invited to the classroom for a short period of time the week prior to the opening day of school. This visit provides an opportunity to meet the teachers and to become acquainted with the program and the facilities. Children also meet their classmates on that day. Details of the date and time are sent to parents in August.

STAFF: Our teachers are trained in early childhood development and they have many years of experience in working with young children. All staff members meet the requirements of the State of Illinois Department of Children and Family Services. They are required to attend workshops and are encouraged to participate in classes that pertain to early childhood. Each teacher has a genuine interest in the young child and provides a quality learning experience for children.

THE HAPPY HANDS PRESCHOOL COMMISSION: Happy Hands Preschool is sponsored by the Evangelical Covenant Church of Princeton. The director is responsible for the daily operation of the school. The director reports to the Happy Hands Commission which has the responsibility for the basic structure and content of the program. The Commission consists of the pastor, a treasurer, four members of the church's congregation, the lead teachers and the director.

CONTACT PERSON: If you have any questions or would like more information, please call the director, Joyce Johnson, at 875-2124.