WELCOME

BACK TO SCHOOL

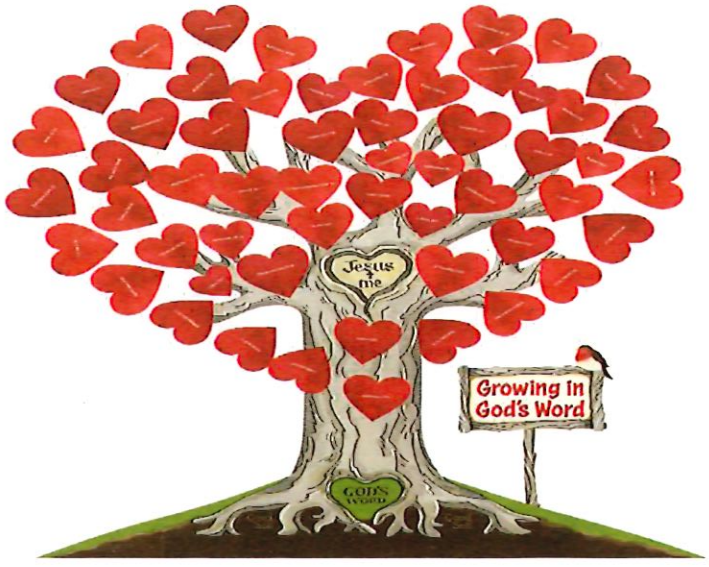
Welcome to Our Hope Lutheran Preschool's 27th year. Our Job at Our Hope Lutheran is to provide a Christ centered curriculum along with a safe and positive environment where students can grow spiritually, academically, and physically. This year is sure to be a fun and exciting time for your child as they learn, explore, and grow.

On Thursday, August 28, 2025, we will have our Back-to-School night/Ice Cream social from 5:00-8:00 pm. You will receive a sign-up genius link from your child's classroom teacher in the next few weeks. This link will allow you to register a time to bring in your student's school supplies, and to have an opportunity to visit with the teacher in your student's classroom. Please be sure to read the attached handbook as well. It contains valuable information you need to know before your child attends preschool at Our Hope Lutheran. Included in the information you will find items such as our carline policies and procedures, signing your child in/out, dress code, our school philosophies and practices, school supply lists, and more.

We realize that we have included a great deal of information, but it is especially important that you take the time to read it all before school starts in September. Please also remember that for your child to be fully registered, you must follow all the steps on the ProCare app on your smartphone.

We believe that you are your child's most important teacher, and we look forward to supporting you while helping to build your child's growth and development this year. We hope you enjoy the remainder of your summer. We cannot wait to help your children grow in God's word this school year!

Blessings,
Our Hope Lutheran School



Our Hope's Before School Starts Check List

All of the following are due to Our Hope before your child(ren) can start at our school! Please call or email to verify if you have everything. Thank you!

ourhopeinfo@gmail.com ourhopeprocare@outlook.com (260)338.1121

- ☐ Registration Fee Paid
- ☐ Procare Fee Paid
- ☐ Procare Enrollment Complete
- ☐ Birth Certificate
- ☐ Immunizations
- ☐ Parent Notice
- ☐ Medical Release
- ☐ Noah's Ark Agreement
- ☐ September Calendar
- ☐ Tuition Express Payment Form
- ☐ Procare App Downloaded

Everything is Due: August 22, 2025 by 6 PM

Back to School Night

Thursday, August 28, 2025

5:00-8:00 p.m.

This year we are "Growing in God's Word!"

- Meet the Teachers & Staff
- Enjoy Ice Cream
- Bring your School Supplies
- Meet Jared the Comfort Dog

Questions? Call Our Hope Lutheran School @ 260.338.1121

2025-2026 SUPPLY LISTS

PRESCHOOL PREP 1 & 2 - (12 month - 2 years old)

- ♥ pkg unopened diapers or velcro pull-ups
- ♥ 8 - Thick Crayons
- ♥ 1 - box of unopened Sensitive wet wipes
- ♥ 1 - two pocket folder*
- ♥ 1 - ream of white copy paper
- ♥ 1 - pkg. of napkins
- ♥ 2 - rolls of paper towels
- ♥ 1 - Book Bag* - *regular size*
- ♥ 1 - 100 count - 5 oz. Paper Cups
- ♥ 1 box of Kleenex
- ♥ 2 - pkg. of 8 **washable** thick markers (Classic Colors ONLY)
- ♥ 4 Elmers Glue Sticks
- ♥ 1 - 8-10 count Thin Dry Erase Markers

EACH DAY BRING:

1. Full change of clothes in a gallon Ziploc bag* (including socks)
2. Sippie Cup * (Dishwasher Safe)

FULL DAY CHILDREN:

1. A lunch box* with packed lunch & drink
2. Packed bag with "Nap items" (Small Blanket, small pillow & a quiet toy)

PRESCHOOL - 1/2 DAY

- ☺ Book Bag* - regular sized
- ☺ 1 - Plastic Pencil box
- ☺ 2 - two pocket folder*
- ☺ 6 Elmers Glue Sticks
- ☺ 1 box of 24 Crayola crayons
- ☺ 8 **washable** thick markers
- ☺ Change of clothes in a gallon Ziploc bag (shirt, pants, socks, and underwear)*

1 Dishwasher Safe Water Bottle to be left at school*
1 pkg. of Napkins
1 ream of white copy paper
2 rolls of paper towels
1 box of Kleenex
1 box of "slide" Ziploc quart size bags
1 pack of unopened Sensitive wet wipes

PRESCHOOL - FULL DAY

- ☼ Book Bag* - regular sized
- ☼ 2 - two pocket folder*
- ☼ 10 Elmers Glue Sticks
- ☼ 3 box of 24 Crayola Crayons
- ☼ 2 - 8 ct. Crayola washable Watercolor Paints
- ☼ 2 - 8 ct. **washable** thick markers Classic Color
- ☼ 1 - 12 ct. Crayola Colored Pencils
- ☼ Change of clothes in a gallon Ziploc bag (shirt, pants, socks, and underwear)*
- ☼ Small blanket & small pillow for nap time* (Must fit in a 12"x12" cube.)

1 pkg. Napkins
2 rolls of paper towels
1 Dishwasher Safe Water Bottle to be left at School*
2 pkg. of Jumbo Pencils
1 ream colored copy paper
Crayola Washable Slim - dry Erase Markers
1 box of "slide" Ziploc gallon size bags
Lunch Box with packed lunch & drink*
1 Plastic Pencil box
1 box of Kleenex
1 pack of unopened Sensitive wet wipes

*** = Labeled with the Child's Name**

(Please be sure all clothing, coats, hats, etc. are marked with your child's name on the inside and their lunch box and book bag is marked on the outside. Thank You!)

2025-2026 SCHOOL WISH LIST

Below is a wish list of items that are used by the students and staff throughout the year. If you would like to make a donation of one or more items it would be greatly appreciated.

Staples & Paperclips

6" & 9" white paper plates

Large Bottles of Elmer's Glue

Bottles of Clear Elmer's Glue

Cotton balls

Kid Band-aids

Kids Underwear - 3T-sz.8

Playdoh

Sidewalk Chalk

½" Brads

24 Count Crayons

White Card Stock Paper
8 ½" x 11"

Dry Erase Markers

White Out Tape (not liquid)

White or Brown
Paper Lunch Bags

Qtips

Baby Wipes

Clear Packing Tape

Binder Clips

Masking Tape & Duct Tape

Scotch Tape Refills

Colored Paper - 8½"x11"

AA & AAA Batteries

Glue Gun & Glue Sticks

Manila File Folders

Mailing Labels - 1"x2⅝"

Barbasol (only) Shaving Cream

Plastic Spoons & Forks

Wooden Clothes Pins

Craft Popsicle Sticks

Paper Towels

Sharpie Markers

Paper Clips

Our Hope Lutheran Church & School
1826 Trinity Dr., Huntertown, IN 46748
Phone: (260) 338-1121
Fax: (260) 637-4673

Welcome to Tuition Express!

Tuition Express is Procare's payment program that allows Our Hope to collect funds directly from a bank account, debit, or credit cards. Tuition Express also allows parents to pay their bill from MyProcare or the Procare App before Our Hope collects via Tuition Express.

Tuition Express is **mandatory**.

Our Hope will collect funds weekly on Tuesday mornings or the next business day in the event that Tuition Express or Our Hope is closed.

If parents need Our Hope to hold off a payment due to circumstances, please **call the office** before 10 am on the day payments are collected. Our Hope is always willing to work with parents, but need to be informed of the situation.

Notice: In the case of insufficient funds, there is a declined fee. Bank account users are charged $10, and credit card or debit card users will be charged $15.

To enroll in Tuition Express, simply fill out the attached payment form and return it to the school by 8/22/2025. If at any point there is a new card or account numbers or a change in preferred payment option, please contact the school ASAP.

Bills will be emailed on Friday or Saturday. You can pay your bill via MyProcare.com or the Procare App at any time. If you plan to pay your bill in advance, please do so before 10 am on the day of collection.

If you have any questions, please call the school office at (260)338.1121.

Thank you!
Our Hope

Automated Payment Processing

Procare SOLUTIONS

Safe. Convenient. Easy.

We are excited to offer the safety, convenience and ease of Tuition Express®—a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR BANK ACCOUNT AND CREDIT CARD

I (we) hereby authorize (business name) Our Hope Lutheran Church + School to initiate credit card charges to the below-referenced credit card account (Section A) OR, initiate debit entries to my (our) checking or savings account, indicated below (Section B). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

Child's Name: _____

COMPLETE ONE SECTION ONLY

SECTION A (Credit Card)

Cardholder Name _____ Phone # _____

Cardholder Address _____ City _____ State _____ Zip _____

Account Number _____ Expiration Date _____ CVV# _____

Cardholder Signature _____ Date _____

SECTION B (Bank Account)

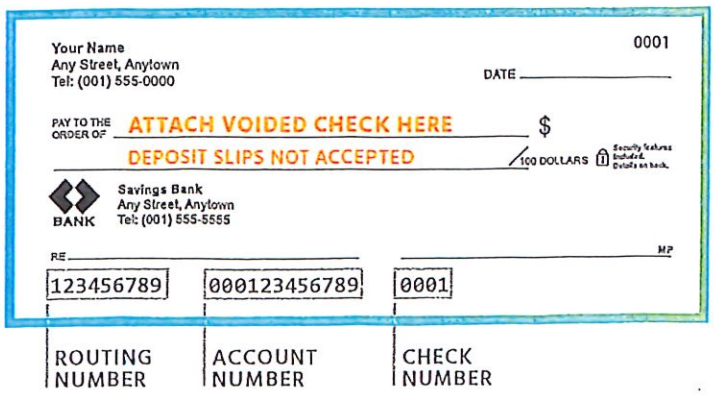
Your Name _____ Phone # _____

Address _____ City _____ State _____ Zip _____

Bank or Credit Union Name _____ Bank or Credit Union Address _____ City _____ State _____ Zip _____

Routing Transit Number (see sample below) _____ Account Number (see sample below) _____ ☐ Checking ☐ Savings

Authorized Signature _____ Date _____



FOR OFFICIAL USE ONLY

Date Received

Employee Signature

800.338.3884 • procaresoftware.com

PARENT'S NOTICE

State Form 49444 (R2 / 5-17)
FAMILY AND SOCIAL SERVICES ADMINISTRATION
OFFICE OF EARLY CHILDHOOD AND OUT-OF-SCHOOL LEARNING

I understand that this day care ministry is not licensed under the laws of Indiana. However, I understand that this day care ministry complies with the State rules concerning sanitation and fire safety for the primary use of the structure in which it is conducted. I understand that it is my responsibility to ensure that the nutritional and health needs of my child are met while my child is at the day care ministry.

Signature of Parent or Guardian

Name(s) of children enrolled

This notice does not absolve a day care ministry from liability for injury to a child while the child is at the day care ministry if the cause of the injury is negligence or intentional wrongdoing on the part of the day care ministry or an employee of the day care ministry.

Name of facility

Our Hope Lutheran Church and School

Address of facility (*number and street, city, state, and ZIP code*)

1826 Trinity Drive Huntertown, IN 46748

PO Box 365

County

Allen

MEDICAL RELEASE

In case of an emergency involving your child, it is the policy of OHLS to render first aid treatment while contacting parents/guardians for further instructions. In the event that the parents/guardians cannot be contacted, school administration will contact 911. Information provided to the Our Hope administration will be shared with EMS personnel and emergency purposes.

The undersigned, being the Parent or Guardian of children enrolled in Our Hope Lutheran, hereby declares that in the event of a medical emergency involving my children, if reasonable efforts to reach me are not successful and if, in the opinion of a properly licensed and practicing physician, my children need medical or surgical treatment which would otherwise require my consent, Our Hope Lutheran, acting by and through its employees, is hereby authorized to act as my agent to give authorization or consent for such treatment to my children; and I hereby release any doctor, hospital or other provider of such emergency medical or surgical services from an liability which may otherwise occur as a result of providing such services in reliance upon this Authorization and Consent; and that any such person or entity may rely upon a photocopy of this Authorization and Consent as being fully effective and binding upon me as if it were an executed original.

Name of Facility: Our Hope Lutheran Church & School
Address of facility: 1826 Trinity Drive, Huntertown, IN, 46748

Signature of Parent or Guardian	Date
Name(s) of Child(ren)	