**FIRST DAY WILL BE SEPTEMBER 5TH**

GREAT MINDS

REGISTRATION INFORMATION

Dear Parents:

We are excited to offer an after school program called Great Minds. Great Minds will be available every afternoon, Monday through Friday, from noon to three o’clock. It will start the first day after Labor Day. Each week will be themed based offering read aloud books, math, science, hands on games, art, music, and creative movement through centers and short circle times. If you are interested in this program for your child, please read on since there is a lot of necessary information contained in this letter.

In order to comply with state teacher/student ratio regulations, children attending Great Minds must be potty trained. This allows a teacher to take a child to the bathroom and not be gone from the classroom for the extended period of time that might be required if clothes were soiled and needed to be changed. This keeps the ratio of teacher to students in line with the state requirements. If your child is not quite potty trained, we can give them time to be able to voice their needs by starting them at a later date. Thank you for your understanding of this sensitive issue.

Each child is required to furnish his/her own lunch with skim milk, which will be stored in a refrigerator. Again, to meet state licensing requirements, each lunch should contain food from all four food groups including grains, fruits and vegetables, meats, and dairy products. The state will not permit juice to be served with lunch. When sending milk in a lunch, please make sure it is in a leak proof container. Some sippy cups will leak and ruin the rest of your child’s lunch. Lunches should be of good quality and a reasonable quantity for your child. Because of limited refrigerator space, it is very important that lunches be sent in a zip lock bag with the child’s name and date clearly on the bag. In the event that your child is without a lunch, the Great Minds staff will provide one.

A daily quiet time is another state requirement that must be observed. We will provide a rest mat, but each child will need a sheet, or beach towel to be placed on the mat. We will do our best to meet the needs of your child to allow ample rest time.

The cost per session in the 2016-2017 school year is $20 per day if you sign up on a permanent basis. This means your child will attend the same day each week. If a second child from your family attends Great Minds on the same day, the fee will be $15 for that child. All families using Great Minds on a permanent basis will receive a tuition notice two weeks before the next payment is due. These dates are approximately September 15, November 15, January 15, and March 15. Payment will need to be made before the beginning of the next month in order for your child to continue to attend Great Minds. Cost per session on a drop in basis is $25 and is contingent on space. Please call the school office at 895-2577 for availability.

**PERMANENT RESERVATIONS**

Registration for Great Minds during the 2017-2018 school year will take place by mail this summer.A registration form is included in this mailing. If your child will be attending Great Minds, send the form with the payment for September to Harvey Browne Preschool **postmarked by August 1, 2016**. A roster containing spaces for twenty names for each day will be filled on a first come first served basis. If there are more than twenty names for any day, a waiting list will be started. When the length of the waiting list merits the opening of another class that day, it will depend on the ability to fully staff it.

GREAT MINDS BEGINS ON Tuesday, September 6, 2016.

September 2016 #of days Total

Monday 3 $ 60.00

Tuesday 4 $ 80.00

Wednesday 4 $ 80.00

Thursday 4 $ 80.00

Friday 4 $ 80.00

Second child staying on the same day is $ 15.00.

**OCCASIONAL USE:**

If you wish to use Great Minds on an occasional basis, return your registration form to the Great Minds table in the gym when you come for Parent Orientation in August. Please make your request as early as possible by calling the school office at 895-2577. **Payment for your child’s use is $ 25.00 and should be made no later than the morning of the day your child attends.**

**CARPOOL AT THE END OF THE DAY**

Carpool at three o’clock is different than at noon. You will need to park your car and walk inside with your carpool number in hand to pick up your child. The children will be brought to the church foyer at approximately 2:55 pm. All children should be dismissed by 3:00 pm. If you need to pick your child up early on any given day, you will need to enter at the back door by the church office. A staff member will buzz you in if you have your carpool number. If someone else is going to pick up your child, please send in a written note with the details. Please remind that person to bring a carpool number or some form of ID. **After 3:10 pm a late charge of $ 25.00 will be charged.**

We hope that Great Minds will be an afternoon program that will benefit your child and the needs of your family. We hope to be of service to you in the coming year.

Sincerely,

Cathy Shade and Ellen Zuber, Great Minds Coordinators

Barbara Bailey, Director