**Update 2020: We will register for Great Minds this summer but we will not start the year offering Great Minds. If you’d like to pre-register for certain days, you may do so and we will notify you when we are able to offer the program. Thank you for your understanding.**

 GREAT MINDS

REGISTRATION INFORMATION

Dear Parents,

Great Minds is our afternoon enrichment program and will be available every afternoon Monday-Friday from noon-3:00. Each theme based day offers a variety of hands on learning experiences that focus on science and math and include hands on games, art, music, book experiences, and creative movement. Students will engage in a short circle time each day.

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 first and last 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 period during story time.

The cost per session in the 2020-2021 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. 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. Should you need to withdraw your child from Great Minds, notice needs to be made in writing.

**PERMANENT RESERVATIONS**

Registration for Great Minds during the 2020-2021 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 next year, send the form to Harvey Browne Preschool. 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**. Again, if you need to make a permanent reservation, return your request for days as soon as possible by mail.**

**OCCASIONAL USE:**

If you wish to use Great Minds on an occasional drop-in basis, you may send your registration form with your child during the first week of school. 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 church 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 some form of ID. After 3:05 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,

Ellen Zuber and Amy Brewer, Great Minds Coordinators

Amy Squires, Director

Mail registration to:

Harvey Browne Preschool

Attn: Great Minds

311 Browns Lane

Louisville, KY 40207