Dear Families,

We are pleased to provide you with registration information for the 2022/2023 school year. Harvey Browne Preschool is proud to be accredited by the National Academy of Early Childhood Programs, a department of the National Association for the Education of Young Children. We work diligently to maintain the highest level of teacher qualifications and low student teacher ratios. Harvey Browne Preschool serves all children equally without regard to race, color, religion, or national origin. Children must be current on their childhood immunizations to attend Harvey Browne Preschool.

We value a collaboration between the child, the family, and the school. This caring community helps to support and encourage our youngest learners. We focus on developmentally appropriate practices where each child is valued. We celebrate the joys of learning and laughter, friendship and sharing, growing and caring. It is through play and experiences that we create meaningful and connected learning. Collaborating with you, we work to encourage and meet the needs of all children in our care.

The preschool serves children ages 2.5 through kindergarten and has a variety of classes to choose from.

**Classes: Days:**

\*Two-day two-and-a-half-year-old T/Th

Two-day three-year-old T/Th

Three -day three-year-old M/W/F

Five-day three-year old M/T/W/Th/F

Three-day four-year-old M/W/F

Four-day four-year-old T/W/Th/F

Five-day four-year-old/ Junior K M/T/W/Th/F

\*Kindergarten 3 half days plus transition to 2 full days M/T/W/Th/F

\*Our unique Kindergarten program helps transition students to a full day by starting the year as a 9-12:00 program Monday-Friday. In October, we make Thursdays a long day with pick up at 3:00. In January, we add Tuesdays as a long day. Kindergarten students will transition to staying half day M/W/F and full day T/Th. This gradual transition helps to prepare students for a full day program the following year. Kindergarten students can also stay for LAB, an optional literacy enrichment class, on Wednesdays for an additional cost.

\*We recommend that children be 2 years old by April 1st to register for the 2.5-year-old T/Th program. Children must be in pull ups for the 2.5-year-old class. We request that the 2 day 2.5’s are working towards independence in the area of potty training.

**Monday Enrichment**

Monday Enrichment is offered to students who do not attend on Mondays and would like an extra enrichment day. Children **must** be potty trained to attend Monday Enrichment.

**Optional Afternoon Programs**

LAB (Literacy Above and Beyond) is offered on Wednesday afternoons from 12:00-3:00 for all Kindergartners.

Lit4Fun is offered on Wednesday afternoons from 12:00-3:00 for all 4-year-olds.

Registration will be provided in the spring for optional enrichment classes.

**Early Birds and Great Minds**

Our Early Birds program meets every morning from 8:00-8:40 for those families that need an early drop off. The cost is $5.00 per use, and you may use it anytime without registering. Children are dropped off in Early Birds and then taken to their classroom by the Early Birds teacher. Our extended day program, Great Minds, meets every day from 12:00-3:00 following the morning preschool hours. Great Minds must be scheduled in advance; however, we offer a drop-in service based on availability. More information about Great Minds will be provided in our Summer Newsletter regarding registration.

**Tuition Schedule 2022/2023**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Class | Registration | Tuition | Tuition for HBPres members | Equal payments:  May 1, Oct 1, Feb 15 | Monthly payments |
| Kindergarten | $300.00 | $5010.00 | $4860.00 | $1670.00 | $502.00 |
| 5 days | $250.00 | $4230.00 | $4080.00 | $1410.00 | $424.00 |
| 4 days | $250.00 | $3750.00 | $3600.00 | $1250.00 | $376.00 |
| 3 days | $250.00 | $3210.00 | $3060.00 | $1070.00 | $322.00 |
| 2 days | $250.00 | $2760.00 | $2610.00 | $920.00 | $277.00 |

The Harvey Browne Preschool Board of Directors is dedicated to keeping tuition reasonably priced for families while keeping the quality of the educational experience for the children high. A limited amount of financial assistance is available based on need. Please contact the preschool office for an application. The deadline to apply for financial assistance is March 1.

Detailed information on our registration procedure follows. If you have any questions, please call Amy Squires or Anne Hughes at 895-2577 and we will be happy to assist you.

Sincerely,

The Faculty and Board of Directors of Harvey Browne Preschool

**Registration Process**

**We will accept applications for enrollment at this time.**

To apply you must submit the registration form, enrollment agreement, and registration fee. The registration fee is non-refundable unless we do not have an opening for your child. The priority application deadline is December 10, 2021. There are limited openings in the school, it is highly encouraged to submit your application by December 10, 2021. If you would like to request a particular class, your registration package must be submitted early. If you are a HBPres member or are currently enrolled in the preschool, we guarantee your child will have a place in the school however, availability of particular classes is offered on a first come, first serve basis.

We will enroll children in the preschool based on the following priority:

Church Members

Children currently enrolled in the preschool and their siblings

Siblings of children formerly enrolled in the school and children of HBPres PDO program

Previously enrolled children from 2021/22 who did not attend due to Covid concerns.

Children from the community (Date application is received will be a factor in determining enrollment.)

Church members and children currently enrolled and their siblings will receive confirmation by December 10th.

If your child is placed in a waiting file, your registration fee will be returned to you with the notification letter.