Dear Families,

We are pleased to provide you with registration information for the 2024/2025 school year. At Harvey Browne Preschool, our goal is to provide a loving, enriching, developmentally appropriate experience for all 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 ask 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. Our 3, 4, and 5 year old classes follow an August 1st birthday guideline. (How old will the child be on August 1, 2024?)

**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 Lunch Bunch**

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. Our extended day program, Lunch Bunch, meets every day from 12:00-3:00 following the morning preschool hours. Lunch Bunch must be scheduled in advance; however, we offer a drop-in service based on availability. The cost of Lunch Bunch is $25.00 per day with a standing reservation or $30.00 per day drop-in. Registration information will be sent in July.

**Tuition Schedule 2024/2025**

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| --- | --- | --- | --- | --- |
| Class | Registration | Tuition | Equal payments:  May 1, Oct 1, Feb 15 | Monthly payments  May 1 – February 1 |
| Kindergarten | $300.00 | $5490.00 | $1830.00 | $550.00 |
| 5 days | $250.00 | $4650.00 | $1550.00 | $466.00 |
| 4 days | $250.00 | $4170.00 | $1390.00 | $418.00 |
| 3 days | $250.00 | $3570.00 | $1190.00 | $358.00 |
| 2 days | $250.00 | $2880.00 | $960.00 | $289.00 |

\*Harvey Browne Presbyterian Church Members receive a church member discount of $150.00 off tuition.

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.

Harvey Browne Preschool participates in the Child Care Assistance Program (CCAP) through the state of KY which provides tuition assistance for qualifying individuals. Please visit kynect.ky.gov for more information.

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,

Amy Squires, Director Harvey Browne Preschool

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 of $250.00 for preschool or $300.00 for kindergarten. The registration fee is non-refundable unless we do not have an opening for your child. The priority application deadline is December 15, 2023. There are limited openings in the school, it is highly encouraged to submit your application by December 15, 2023. If you would like to request a particular class, your registration package must be submitted early. If you are a Harvey Browne Presbyterian Church 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:

Harvey Browne Church Members

Children currently enrolled in the preschool and their siblings

Siblings of children formerly enrolled in the school and children of Harvey Browne PDO program

Children from the community (Date application is received will be a factor in determining enrollment.) You may turn in your application at any time. It will be date stamped and reviewed in early January.

Church members and children currently enrolled and their siblings will receive confirmation by December 15th.

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