



850 Cranberry Woods Drive, Cranberry Township, Pa 16066

PHONE: 724-741-1008 WEB: www.heartprintsed.org EMAIL: heartprintsed@gmail.com

2017/2018 Registration Packet

We appreciate your interest in Heart Prints Center for Early Education.

Enclosed you will find information pertaining to our **2017/2018 School Year**. Please read all materials carefully.

- Tuition rates for our programs *have not* been increased. We guarantee these rates will not be increased in the 2017/2018 school year.
- Tuition for full day preschool and kindergarten has been reduced for the 2017/2018 school year.
- The fee for all extensions (morning, lunch, afternoon) will be \$10.00 per child/per extension. Families will receive an invoice for all extensions after the month is over.
- Families who select a preschool with the lunch option will continue to receive a reduced rate for lunch extensions built into their tuition.
- Families who select full day preschool or full day kindergarten will continue to receive a reduced rate for lunch extensions built into their tuition.
- Children must be 3 years old to register for our preschool programs.

Please note that the registration fee must accompany all registration forms. All registration fees are nonrefundable. **Your child's September tuition will be due in May when a placement for your child has been confirmed.**

Please contact a member of our staff if you have additional questions or concerns regarding registration for Heart Prints' 2017/2018 School Year.



HEART PRINTS 2017/2018 PROGRAM FEES

Registration Fees

Come Play with Me Registration Fee	25.00
Preschool Registration/Pre-K Registration Fee	150.00
Kindergarten Registration Fee	200.00

- The registration fee is due at the time your registration form is submitted. Registration forms will not be accepted without a registration fee.
 - **Please note that Registration Fees are nonrefundable.**
-

Half day preschool programs – AM or PM

1 half day – Come Play with Me	75.00 per month
2 half day (T/TH – PM only)	230.00 per month
3 half day (M/W/F – PM only)	345.00 per month
3 half day (T/W/TH – AM)	345.00 per month
3 half day (T/W/TH – AM) w/lunch	450.00 per month
4 half day (AM or PM)	460.00 per month
4 half day w/lunch	585.00 per month
5 half day	575.00 per month
5 half day w/lunch	705.00 per month

**Parents must provide a lunch on days that their child stays for lunch.*

Full day preschool programs

3 full days	775.00 per month
4 half/2 full (M/W or T/TH)	750.00 per month
4 half/3 full	850.00 per month
4 full days	980.00 per month
5 half/3 full (M/W/F)	960.00 per month
5 full days	1050.00 per month

**Parents must provide a lunch on days that their child stays for lunch.*

Kindergarten programs

Full Day	1,050.00 per month
Half Day	600.00 per month

**Parents must provide a lunch on days that their child stays for lunch.*

***Please note that for your convenience, our preschool & kindergarten tuition has been divided into 9 equal payments. Monthly rates do not vary. Tuition cost is the same each month. Paper Invoices are given by request only. Tuition is due on the first of each month by check or cash.**



Extensions	10.00 per extension	
AM	Available Monday – Friday	8 – 9:00
Lunch	Available Monday – Friday	12-12:45
PM	Available Monday – Friday	4 – 5:00

- Extensions cannot be subdivided.
- Families will receive an invoice for all extensions after the month is over. Payments are due upon receipt of the invoice.

Discount and Refund Policies

- There are no discounts or refunds on registration fees.
- Families may only use one discount.
- Discounts apply to preschool and kindergarten tuition only.
- No refunds will be given for either registration fees or September tuition if you withdraw after July 31, 2017.
- A 5% tuition discount will be applied to the second sibling when two or more siblings are enrolled in preschool or kindergarten classes.
- A 5% tuition discount will be given if tuition is paid in full by July 31, 2017. Families who withdraw students before May 2018 will lose their 5% discount and receive a refund based upon the full tuition rate.
- A 3% tuition discount will be given if tuition is paid in two installments. The first payment is due by July 31, 2017. The second payment is due by January 31, 2018. Families who withdraw students before May 2017 will lose their 3% discount and receive a refund based upon the full tuition rate.
- Families who enroll for five full days are expected to pay their first and last month's tuition upon acceptance into Heart Prints. These funds will not be refunded if a child is withdrawn from our program.

Afternoon Clubs

- Clubs run from 1:00 – 4:00 PM, Monday - Friday
- Enrollment in these programs is ongoing. Information pertaining to club programming will be available by August 15, 2017 and can also be found on our website, www.heartprintsed.org.
- Children do not have to be enrolled at Heart Prints to attend Club.
- Current preschool & kindergarten families do not pay additional registration fees for clubs.
- Please indicate on your registration form if you might be interested in participating in our afternoon clubs.

Summer Camps

Program information and registration forms for our 2017 summer camps will be available in March.



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HEART PRINTS' STORY TIME

Age:	Suggested 18 months-6 years <i>Accompanied by an adult</i>
Class Schedule:	Friday mornings
Class Time:	11:15 AM – 12:00PM
Fee:	\$5.00 cash only

[No registration is required at this time. Enter through the Classroom 1 door.](#)

Heart Prints' Story Time is designed as a collaborative learning experience for parents and their children. Our goal is to expose children to art, literature, and a classroom environment that is set up for exploring.

Each Friday, the teachers will set up table experiences in the classroom, including one art project. The children can move between these experiences with their adult for the first part of *Story Time*. Then, one of our teachers, will invite everyone to our meeting area to participate in a story. We will finish *Heart Prints' Story Time* with some music and movement.

The learning environment will include:

- Sensory experiences that encourage participation
- Opportunities to explore exciting materials and equipment
- Activities to strengthen both gross and fine motor skills
- Music and movement
- A read-aloud story
- Cooperative experiences that expose children to social interactions

Children should wear comfortable clothing suitable for experimentation with a variety of art materials.

Because this class is designed as a special learning time, please make sure each child is accompanied by an adult. The adult is required to stay with their child for the entire *Heart Prints' Story Time*. At no time should a child be left unattended.

The cost of *Heart Prints' Story Time* is \$5.00. Payments will be accepted in cash only. It is preferred that you have exact change. No refunds will be given if you leave *Story Time* early.



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AFTERNOON STEAM CLUBS

Age:	3 – 6 Years Old
Class Schedule:	Monday-Friday
Class Time:	1:00-4:00
Fee:	\$30.00

Extensions are available from 12:00-1:00 and 4:00-5:00. View attached Extension Form for more information.

Afternoon STEAM Clubs are offered Monday-Friday afternoons. Programs are open to preschool and kindergarten children. Children do not have to be currently enrolled at Heart Prints to attend Club. We encourage families to sign up for a consistent club schedule; for example, every Thursday for a month, but children can also sign up for club on an as-needed basis.

The foundation of our club curriculum is STEAM education. STEAM is an acronym that refers to education-related programs in the disciplines of science, technology, engineering, arts, and mathematics. STEAM education indicated integration of at least two of the STEAM disciplines within a curricular activity. Our club curriculum is designed to support and enhance young children's learning through quality activities that expose children to new concepts/ideas and encourage children to use their developing skills in a variety of creative ways.

Club Topics change throughout the school year to maintain student interest. Some of the clubs that we offered in the 2016-2017 School Year include: Creation Station, Chemistry, Cooking, Math, Word Wizards, Handwriting, and Water Wednesdays. All club activities are designed to be engaging and fun learning experiences! A snack is also provided by Heart Prints.

Fall Club Registration Packets for the 2017-2018 School Year will be posted online by August 15th, 2017.



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2017-2018 PRESCHOOL/PRE-K REGISTRATION FORM

CHILD'S NAME _____ BIRTHDATE ____/____/____
Last First

GENDER: Male / Female Toilet Trained: Yes / No

MOTHER'S NAME _____

FATHER'S NAME _____

GUARDIAN'S NAME (If different from Mother/Father) _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE NUMBER _____ EMAIL _____

CLASS REQUEST: Please indicate your preferences (1st, 2nd, 3rd)

- | | | |
|--|------------------|-----------------|
| _____ Two Day Afternoon | T & TH | 1:00 – 4:00 PM |
| _____ Three Day Afternoon | M-W-F | 1:00 – 4:00 PM |
| _____ Four Day Afternoon | Flexible | 1:00 – 4:00 PM |
| _____ Five Day Afternoon | M – F | 1:00 – 4:00 PM |
| _____ Three Day Morning | T-W-TH | 9:00 – Noon |
| _____ Three Day Morning Preschool with Lunch | T-W-TH | 9:00 – 12:45 PM |
| _____ Four Day Morning | M – TH | 9:00 – Noon |
| _____ Four Day Morning Preschool with Lunch | M – TH | 9:00 – 12:45 PM |
| _____ Five Day Morning | M – F | 9:00 – Noon |
| _____ Five Day Morning Preschool with Lunch | M – F | 9:00 – 12:45 PM |
| _____ Four Day AM with 2 Full Days | M-TH AM & M/W PM | 9:00 – 4:00 PM |
| _____ Four Day/Full Day Preschool | M – TH | 9:00 – 4:00 PM |
| _____ Five Day AM with 3 Full Days | M/W/F | 9:00 – 4:00 PM |
| _____ Five Day/Full Day Preschool | M – F | 9:00 – 4:00 PM |

_____ I am interested in the Afternoon Clubs and would like to receive information on September options.

*Families requesting early morning, lunch, and afterschool extensions must complete an additional registration form indicating the specific days/times desired.

PREVIOUS HEART PRINTS FAMILY: YES / NO

HOW DID YOU LEARN ABOUT HEART PRINTS? _____

SPECIAL CONSIDERATIONS: _____

A nonrefundable registration fee of \$150.00 must accompany this form. Checks should be made payable to **Heart Prints**.

Nondiscrimination in Services:

Admissions, the provisions of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age, or sex.



For
Office
Use
Only

DATE RECEIVED _____

HP STAFF _____

FEES RECEIVED _____

CHECK NUMBER _____

CONFIRMATION SENT _____



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2017/2018 EXTENSION REQUEST FORM

Date: _____

Child's Name: _____

Parent Name: _____

Phone number and email address: _____

All requests for extensions must be submitted in writing to the Heart Prints' office.

Please check the type(s) of extension(s) you are requesting and circle the appropriate days of the week.

____ Morning Extension: 8:00 – 9:00 AM M T W TH F

____ Lunch Extension: 12:00 – 12:45 PM M T W TH F

____ Afternoon Extension 4:00 – 5:00 PM M T W TH F

*Please note – Lunch extensions are available to both morning and afternoon students. Staff will deliver children to their afternoon teachers.

Is this a flexible or yearly extension? ____ Flexible ____ Yearly

If it is a flexible request, which dates(s) do you want in September?

Extension fees are \$10.00 per child/per extension. There are no partial extensions.

Extensions are billed according to actual class days in each month.

Families are expected to pay for scheduled extensions even if your child is absent as staff is scheduled accordingly.

Charges for extensions will be included on your monthly invoice and payable upon receipt of this invoice.

For additional information, please contact a member of our staff.

COME PLAY WITH ME

Age:	2 - 3 years old
Class Schedule:	Friday mornings
Class Time:	9:00 - 11:00 AM
Fee:	\$75.00/month
Registration fee:	\$25.00

This class is designed as a collaborative learning experience for parents and toddlers. Our goal is to introduce toddlers to cooperative learning experiences with the support of parents and teachers. If parents are unable to attend classes, other family members can accompany the child to class.

Each morning, our teachers will design a learning environment that embraces toddlers' unique style of learning. Parents will move through these experiences with their toddlers.

The learning environment will include:

- Sensory experiences that encourage participation,
- Opportunities to explore exciting materials and equipment
- Opportunities to strengthen both large and small motor skills
- Music and movement
- Story
- Cooperative experiences that introduce toddlers to the social world; and
- A morning snack will be provided.

Children should wear comfortable clothing suitable for experimentation with a variety of art materials.

Because this class is designed as a special learning time for a toddler and parent, we ask that you do not bring older siblings to the class. Heart Prints' preschool families can make plans for older siblings to join our Friday morning class.

Families pay tuition for this class. For your convenience, we have divided the tuition into nine equal payments. No refunds will be given for missed classes.



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2017 – 2018 COME PLAY WITH ME - REGISTRATION FORM

CHILD'S NAME _____ BIRTHDATE ____/____/____
Last First

GENDER: Male / Female

MOTHER'S NAME: _____

FATHER'S NAME: _____

GUARDIAN (If different than Mother/Father): _____

ADDRESS: _____

CITY: _____ ZIP CODE: _____

PHONE NUMBER: _____ EMAIL: _____

PREVIOUS HEART PRINTS FAMILY: YES / NO

HOW DID YOU LEARN ABOUT HEART PRINTS? _____

SPECIAL CONSIDERATIONS: _____

A nonrefundable registration fee of \$25.00 must accompany this form. Checks should be made payable to **Heart Prints**.

Nondiscrimination in Services:

Admissions, the provisions of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age, or sex.

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DATE RECEIVED _____

HP STAFF _____

FEES RECEIVED _____

CHECK NUMBER _____

LETTER SENT _____



KINDERGARTEN PROGRAM OVERVIEW

Heart Prints Center for Early Education opened our kindergarten program in 2011.

Our Philosophy:

- *is aligned with the guidelines set by the National Association for the Education of Young Children (NAEYC) for developmentally appropriate practice*
- *focuses on an individualized approach emphasizing clear expectations and cooperation within consistent structures*
- *embraces the philosophy of our preschool programs and supports our learning objectives: self-esteem & active learning; social competence & community; communication & aesthetics; discovery, exploration & appreciation; creativity, imagination & problem solving; and body awareness & control.*
- *supports a diverse student population, both ethnically and socioeconomically, to provide an enriched learning environment and broad experiences for students, teachers and families.*

Our Program:

- Teachers use our six learning objectives as a flexible framework for planning experiences to promote the growth of each child.
- Teachers prepare an engaging center-based learning environment for exploring our world through the project approach.
- The curriculum encourages teaching staff to implement a variety of tools within the early childhood classroom including: flexibility in group size, varied learning or activity centers, cooperative project work, individual projects, parent and community volunteers, and play.
- Classroom learning is enhanced through field trips or visits from special guests.
- Supplemental activities include yoga and foreign language instruction.
- Teachers incorporate the Pennsylvania Kindergarten Standards in the on-going assessment of children's development and learning.
- Heart Prints uses our own written assessment tool to evaluate each child's individual pattern of development and learning. All assessments will be used as a foundation to design appropriate learning experiences for children.

Our Admissions Criteria:

- Children must turn 5 by September 1, 2016
- Admission is based on space availability, with preference first given to Heart Prints' families
- A maximum class size of 16 (With 2 Teachers)
- For children new to Heart Prints, admission requires a school visit and interview
- Children must be fully immunized

Our Staff:

- The kindergarten will be administered by our Heart Prints Executive Director, Assistant Director, and Board of Directors.
- All teachers meet the qualifications outlined by NAEYC, the National Association for the Education of Young Children. This means that they have degrees in Early Childhood Education, Elementary Education, Child Development, or a related field, or they have become qualified by providing verification of credit hours within the field of early childhood education.
- All staff maintains certification in CPR and first aid. In addition, each staff member annually participates in at least 24 hours of continuing education within the field of early childhood education.

Our Learning Space:

- A designated kindergarten classroom
- Shared library and art studio facilities
- Outdoor play area
- Security system with video surveillance located in the Regional Learning Alliance.
- Cooperation and coordination with therapists when necessary, but no in-house special services

Family Impact & Connections:

- Teachers regularly communicate with families to share information reciprocally about the child's school and home life.
- Tuition for the year is
 - \$1,050.00 per month for full day
 - \$600.00 per month for half day
- Tuition includes the cost of materials, snacks, and activity fees for the child. Family members accompanying children on class trips must pay their own fees.
- Families may join Heart Prints' committees and/or Board of Directors.
- Bus service may be provided by school district of residence.

Our Kindergarten Daily Schedules

Families may select from morning or full-day kindergarten schedules.

Please Note -

- Wednesdays are a time when children come together for lunch and conversation. We invite special guests to have lunch with us throughout the year.
- Fridays will be Research Days when children gather information from assorted experiences and materials such as field trips, assorted technology, guest speakers, nature walks, etc.
- Children will participate in weekly foreign language and yoga classes on a schedule that coordinates with our preschool classes.

Full Day Program

Monday - Thursday, 9:00 AM – 4:00 PM

Friday, 9:00 AM – 4:00 PM

9:00 –9:30	Arrival & Planning Time <ul style="list-style-type: none">• Individual and collaborative writing experiences including but not limited to: journals, story writing, drama, Handwriting without Tears
9:30 – 10:00	Meeting Time <ul style="list-style-type: none">• Children meet as a large group to make and share plans for the day, discuss options• Collaborative games and/or music experiences
10:00 –10:30	Small group time <ul style="list-style-type: none">• Children work in small interest groups• Teacher- directed experiences
10:30 –11:00	Large motor experiences and/or outdoor time
11:00 – 11:15	Snack
11:15 – 11:45	Atelier work <ul style="list-style-type: none">• Children work in the art studio on both individual and collaborative projects reflecting current areas of study
11:45 – Noon	Meeting Time <ul style="list-style-type: none">• Review of morning work
Noon – 1:00 PM	Lunch and Recess
1:00 – 1:30	Individual & Small Group Project work <ul style="list-style-type: none">• Individual and collaborative writing experiences including but not limited to: journals, story writing, drama, Handwriting without Tears• Individual children will develop a personal daily schedule for journaling, handwriting, literacy activities – <i>Example: mornings for journals, afternoons for handwriting, etc.</i>
1:30 – 2:00	Meeting Time

	<ul style="list-style-type: none"> • Children meet as a large group to make and share plans for the afternoon, discuss options • Collaborative games and/or music experiences
2:00 – 2:30	Small group time <ul style="list-style-type: none"> • Children work in small interest groups on projects • Teacher- directed experiences
2:30 – 3:00	Large motor experiences and/or outdoor time
3:00 – 3:15	Snack
3:15 – 3:45	Atelier work
3:45 – 4:00	Meeting Time <ul style="list-style-type: none"> • Review of day • Preview of upcoming events • Dismissal

Mornings only

Monday, Tuesday, Thursday, Friday, 9:00 AM - Noon

Wednesday, 9:00 AM – 12:45 PM, Children bring a lunch

9:00 –9:30	Arrival <ul style="list-style-type: none"> • Individual and collaborative writing experiences including but not limited to: journals, story writing, drama, Handwriting without Tears
	Planning time
9:30 – 10:00	Meeting Time <ul style="list-style-type: none"> • Children meet as a large group to make and share plans for the day, discuss options • Collaborative games and/or music experiences
10:00 –10:30	Small group time <ul style="list-style-type: none"> • Children work in small interest groups on projects • Teacher- directed experiences
10:30 –11:00	Large motor experiences and/or outdoor time
11:00 – 11:15	Snack
11:15 – 11:45	Atelier work <ul style="list-style-type: none"> • Children work in the art studio on both individual and collaborative projects reflecting current areas of study
11:45 – Noon	Meeting Time <ul style="list-style-type: none"> • Review of day • Preview of upcoming events • Dismissal



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2017-2018 KINDERGARTEN REGISTRATION FORM

CHILD'S NAME _____ BIRTHDATE ____/____/____
Last First

GENDER: Male / Female

MOTHER'S NAME: _____

FATHER'S NAME: _____

GUARDIAN (If different than Mother/Father): _____

ADDRESS: _____

CITY: _____ ZIP CODE: _____

PHONE NUMBER: _____ EMAIL: _____

PREVIOUS HEART PRINTS FAMILY: YES / NO

HOW DID YOU LEARN ABOUT HEART PRINTS? _____

SPECIAL CONSIDERATIONS: _____

CLASS REQUEST: Please indicate your preference.

_____ **Full day kindergarten**
M – F 9:00 AM – 4:00 PM

_____ **Half day morning kindergarten**
M, T, TH, F 9:00 – Noon
W 9:00 – 12:45 PM

A nonrefundable registration fee of \$200.00 must accompany this form. Checks should be made payable to **Heart Prints**. The registration fee will be applied to field trips and funding for in-class guests and special activities.

Nondiscrimination in Services:

Admissions, the provisions of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age, or sex.

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FEES RECEIVED _____

CONFIRMATION SENT _____

HP STAFF _____

CHECK NUMBER _____



