



HeartPrints

Center for Early Education

850 Cranberry Woods Drive, Cranberry Township, Pa 16066

PHONE: 724-741-1008

WEB: www.heartprintsed.org

EMAIL: heartprintsed@gmail.com

2018-2019 Registration Packet

Preschool, Pre-K, Kindergarten, Toddler Come Play with Me & S.T.E.A.M. Clubs

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

Enclosed you will find information pertaining to our **2018-2019 School Year**. Please read all materials carefully.

- We guarantee the listed tuition prices for the duration of the 2018-2019 School year.
- The fee for all extensions (morning, lunch, afternoon) will be \$10.00 per child/per extension.
- Families who select morning 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 begin for our preschool programs.
- Tuition is payable by cash or check. Checks should be made payable to Heart Prints.
- Tuition for September is due by May 31. Tuition is due by the first of the month prior from September forward. October tuition is due by September 1st. November tuition is due by October 1st. Etc.
- Tuition not submitted by the 10th of the month will accrue a \$5 late fee per day until tuition is received.

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' 2018-2019 School Year.

Office Administrators: Grace Byrnes & Julie Byrnes heartprintsed@gmail.com

Finance Manager: Vicki Bonzo heartprintsfinance@gmail.com



HEART PRINTS 2018-2019 PROGRAM FEES

Registration Fees

Come Play with Me Registration Fee	25.00
Preschool Registration/Pre-K and Activities Fee <i>(\$75 for children starting in January or later)</i>	150.00
Kindergarten Registration and Activities Fee <i>(\$100 for children starting in January or later)</i>	200.00

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

Half Day Preschool/Pre-K4 Programs – AM or PM

1 half day – Come Play with Me	80.00 per month
2 half day (T/TH – PM only)	240.00 per month
3 half day (M/W/F – PM only)	355.00 per month
3 half day (T/W/TH – AM)	355.00 per month
3 half day (T/W/TH – AM) w/lunch	465.00 per month
4 half day (AM or PM)	475.00 per month
4 half day w/lunch	585.00 per month
5 half day	600.00 per month
5 half day w/lunch	725.00 per month

Full Day Preschool/Pre-K4 Programs

3 full days	800.00 per month
4 half/2 full (M/W or T/TH)	775.00 per month
4 half/3 full	875.00 per month
4 full days	1025.00 per month
5 half/3 full (M/W/F)	990.00 per month
5 full days	1080.00 per month

Kindergarten/ Pre-K5 Programs *(additional options listed on registration form)*

5 Full Day (Pre-K 5 or Kindergarten)	1,080.00 per month
5 Half Day (Pre-K 5 or Kindergarten)	615.00 per month
4 Half Day (Pre-K 5)	490.00 per month

***Please note that for your convenience, our preschool & kindergarten tuition have been divided into 9 equal payments. Monthly rates do not vary but remain constant.**



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, pre-K, and kindergarten tuition only.
- No refunds will be given for either registration fees or September tuition if you withdraw after July 31.
- A 5% tuition discount will be given on 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. 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 2 increments. 1st Semester tuition is due by July 31. 2nd Semester tuition is due by December 1. Families who withdraw students before May 2018 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 Fall Club Registration will be available in August and can be found on our website, www.heartprintsed.org.
- Current preschool & kindergarten families do not pay additional registration fees for clubs.

Summer Camps

Program information and registration forms for our summer camp registration packet will be available in March.



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HEART PRINTS' STORY TIME

Age:

Suggested 18 months-6 years

Accompanied by an adult

Class Schedule:

Friday mornings

Class Time:

11:15 - 11:45 AM

Fee:

\$5.00 cash only

No registration required

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 *Story Time* with some singing and dancing music.

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 expose children to the social world

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 *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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2018-2019 PRESCHOOL/PRE-K4 REGISTRATION FORM

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

GENDER: Male / Female Toilet Trained: Yes / No

MOTHER'S NAME _____

FATHER'S NAME _____

GUARDIAN _____

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 M-TH 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 with Lunch T-W-TH 9:00 – 12:45 PM

_____ Four Day Morning M – TH 9:00 – Noon

_____ Four Day Morning with Lunch M – TH 9:00 – 12:45 PM

_____ Five Day Morning M – F 9:00 – Noon

_____ Five Day Morning with Lunch M – F 9:00 – 12:45 PM

_____ Three Full Day M-W-F 9:00 – 4:00 PM

_____ Four Day AM with 2 Full Days T/TH or M/W 9:00 – 4:00 PM

_____ Four Full Day M – TH 9:00 – 4:00 PM

_____ Five Day AM with 3 Full Days M/W/F 9:00 – 4:00 PM

_____ Five Full Day M – F 9:00 – 4:00 PM

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

*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

Learned about Heart Prints from: _____

SPECIAL CONSIDERATIONS & REQUESTS:

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

DATE RECEIVED _____

HP STAFF _____

FEES RECEIVED _____

CHECK NUMBER _____

CONFIRMATION SENT _____





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2018-2019 EXTENSION REQUEST FORM

Date: _____
 Child's Name: _____
 Parent Name: _____
 Phone number and email address: _____

All requests for extensions must be submitted in writing or emailed to the Heart Prints' office by the 15th of the prior month. Requests submitted after the 15th of the month will be approved or denied via Grace Byrnes or Julie Byrnes based on the availability of staff and room within the programs.

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? Please remember to turn in October requests by September 15th and by the 15th of each month following. _____

Extension fees are \$10.00 per child/per extension.
 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 staffing has been put in place regardless.
 Charges for extensions will be included on your monthly invoice given at the end of each month and payable upon receipt of this invoice.



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COME PLAY WITH ME

Age:	2 - 3 years old
Class Schedule:	Friday mornings
Class Time:	9:00 - 11:00 AM
Fee:	\$80.00/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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2018 – 2019 COME PLAY WITH ME - REGISTRATION

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

GENDER: Male / Female

MOTHER'S NAME _____

FATHER'S NAME _____

GUARDIAN _____

ADDRESS _____

CITY _____ ZIP CODE _____

PHONE NUMBER _____ EMAIL _____

CURRENT HEART PRINTS FAMILY: YES / NO
HOW DID YOU HEAR 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:

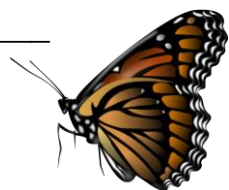
Admissions, the provisions of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age, or sex.

For office use

DATE RECEIVED _____ HP STAFF _____

FEES RECEIVED _____ CHECK NUMBER _____

LETTER SENT _____



KINDERGARTEN/PRE-K5 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 in order to move onto 1st grade the following year**
- **Children must be 4 years 7 months by September 1 in order to use this program as a Pre-K and complete Kindergarten the following year**
- Admission is based on space availability, with preference first given to Heart Prints' families
- A maximum class size of 20
- 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 meet regularly with families to share information about the child's school and home life.
- 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.



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2018-2019 KINDERGARTEN/ PRE-K5 REGISTRATION FORM

KINDERGARTEN CHILDREN MUST BE 5 YEARS BY SEPTEMBER 1, 2018 (5 HALF DAYS MINIMUM)

PRE-K5 CHILDREN MUST BE 5 YEARS BY FEBRUARY 1, 2019 (4 OR 5 HALF DAYS MINIMUM)

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

GENDER: Male / Female

MOTHER'S NAME _____

FATHER'S NAME _____

GUARDIAN _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE NUMBER _____ EMAIL _____

CLASS REQUEST: Please indicate your preference.

Half Day: 9:00AM-12:00PM

Half Day with Lunch 9:00AM-12:45PM

Full Day 9:00AM-4:00PM

Double Extended Full Day 8:00AM-5:00PM

Morning Extended Full Day 8:00AM-4:00PM

Afternoon Extended Full Day 9:00AM-5:00PM

_____ 4 Day Morning	M-TH	\$490 per month
_____ 4 Day Morning w/ Lunch	M-TH	\$585 per month
_____ 4 Half/2 Full	M-TH Choose PM	\$775 per month
_____ 4 Half/3 Full	M-TH Choose PM	\$875 per month
_____ 4 Full Days	M-TH	\$1,025 per month
_____ 5 Day Morning	M-F	\$615 per month
_____ 5 Half/ 2 Full	M-F Choose PM	\$885 per month
_____ 5 Half/3 Full	M-F Choose PM	\$990 per month
_____ 5 Half/ 4 Full	M-F Choose PM	\$1,050 per month
_____ 5 Full Days	M-F	\$1,080 per month
_____ 5 Full w/ AM or PM Extensions Daily	M-F	\$1,215 per month
_____ 5 Full w/ AM and PM Extensions Daily	M-F	\$1,250 per month

If you are interested in a schedule that is not listed, please call or email Heart Prints.

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

*Families Registering for the Full Day option will attend Kindergarten/Pre-K5 in the morning and S.T.E.A.M. Clubs in the afternoon.

*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

Learned about Heart Prints from: _____

SPECIAL CONSIDERATIONS & REQUESTS:

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