



850 Cranberry Woods Drive, Cranberry Township, Pa 16066

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

2019-2020 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 **2019-2020 School Year**.

Please read all information carefully.

Registration Policies

- Registration for Current Heart Prints' students begins January 21, 2019
- Open Registration begins February 1, 2019
- Mail/ Drop Off a completed Registration Form and Registration Fee to reserve your child's spot. No Registration form will be processed without a registration fee.
- Children must be 3 years old to begin our preschool programs.
- Children who turn 3 years old after September may be added to our Waitlist. If room is available, they may join a class the month that they turn 3.
- No registration fee is due to be placed on the Waitlist.
- You will receive a confirmation letter by May to confirm your child's class schedule. September tuition is due upon receipt of your confirmation letter.
- Registration fees are nonrefundable.

Tuition Policies

- We guarantee the listed tuition prices for the duration of the 2019-2020 School year.
- 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 is payable by cash or check. Checks should be made payable to Heart Prints.
- No Post marked checks will be accepted.
- Mark your calendar for tuition payments. Monthly invoices are only sent for past due tuition. Tuition not submitted by the 10th of the month will accrue a \$5 late fee per day until tuition is received.
- Tuition for September is due by May 31.
- Please email receipt requests for Dependent Care to heartprintsfinance@gmail.com.

Please contact a member of our staff if you have additional questions or concerns regarding registration.

Director: Grace Byrnes heartprintsed@gmail.com

Assistant Director: Julie Stanny heartprintsed@gmail.com

Programs Coordinator: Elizabeth Fairweather heartprintsed@gmail.com

Finance Manager: Vicki Bonzo heartprintsfinance@gmail.com



Program Extensions

- Heart Prints offers morning, lunch and afternoon program extensions.
- You may choose to sign up for extensions for the entire year or on a monthly basis.
- Annual Extension fees are discounted by 25%-35%. The Annual Extension fees are listed under "Program Fees."
- Annual Extension will be added directly to your tuition total and should be paid with your monthly tuition payment.
- Monthly Extension fees are \$10 per hour. Monthly Extension Request Forms are available on our website or in our lobby. Request Forms and payment are due by the 1st of the prior month. For example, October Extension Requests are due September 1st.
- Families are expected to pay for scheduled extensions even if your child is absent as staffing has been put in place regardless.

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.
- 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.

Vacation Policy

- Families are expected to pay full monthly tuition regardless of family travel plans
- If you are traveling for an extended period, you may choose to withdraw your child and re-enroll them upon your return. Re-enrollment is based on available space. A second registration fee would not be collected.

Summer Camps

- Themed week-long camps for ages 3-8
- 9:00AM-1:00PM Monday-Friday through June & July
- Registration Packets available on our website in March
- Heart Prints is closed in August for Administrative Duties and Professional Development. You may schedule an appointment via email if you need to visit the school during August.



HEART PRINTS 2019-2020 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

***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.**

Half Day Preschool/Pre-K4 Programs Morning 9:00AM-12:00PM Afternoon 1:00PM-4:00PM

1 half day -- Come Play with Me	\$80/ month
2 half day morning <u>or</u> afternoon -- Monday & Friday	\$240/ month
3 half day morning <u>or</u> afternoon -- Tuesday, Wednesday, & Thursday	\$355/ month
4 half day morning <u>or</u> afternoon -- Monday-Thursday	\$475/ month
5 half day morning <u>or</u> afternoon -- Monday-Friday	\$600/ month

Full Day Preschool/Pre-K4 Programs Full Day 9:00AM-4:00PM

2 full days -- Monday & Friday	\$515/month
3 full days -- Tuesday, Wednesday & Thursday	\$800/month
4 full days -- Monday-Thursday	\$1,025/month
5 full days -- Monday-Friday	\$1,080/month

Blended Preschool/Pre-K4 Programs

2 full days & 2 half days <i>* Tues. & Thurs. 9:00-4:00 <u>and</u> Mon. & Wed. 9:00-12:00</i>	\$775/ month
3 full days & 1 half days <i>* Tues., Wed., & Thurs. 9:00-4:00 <u>and</u> Mon. 9:00-12:00</i>	\$875/month
3 full days & 2 half days <i>* Tues., Wed., & Thurs. 9:00-4:00 <u>and</u> Mon. & Fri. 9:00-12:00</i>	\$990/month

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

5 Full Day (Pre-K 5 or Kindergarten)	\$1,080/month
5 Half Day (Pre-K 5 or Kindergarten)	\$615/month
4 Half Day (Pre-K 5)	\$490/month

Program Extensions

Half Morning Extensions (8:30-9:00AM)	\$20/day per month
Full Morning Extensions (8:00-9:00AM)	\$30/day per month
Lunch Extensions (12:00-12:45PM)	\$25/day per month
Half Afternoon Extensions (4:00-4:30PM)	\$20/day per month
Full Afternoon Extensions: (4:00-5:00PM)	\$30/day per month

HEART PRINTS' S.T.E.A.M. CLUBS

Age:	3-6 years
Class Schedule:	Monday-Friday
Class Time:	1:00-4:00 PM
Fee:	\$120/club per month

Each day of the week is a different themed study. The Registration Packet specifies the theme of each day of the week. You may choose to register your child in one club per week or multiple club days per week. Each club selected is \$120 for the month. Some months may have more or less days. The cost is based on the average, so no discounts will be given.

Registration Packets are Available in August, November, & February

Heart Prints' S.T.E.A.M. Club is based on the disciplines of science, technology, engineering, arts and mathematics. 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. These programs are open to both current Heart Prints' students and community members.

Our wonderful teachers plan month long studies on a given topic such as Chemistry, Arctic Animals & STEAM Fairytales. Children build their skills as the month goes on and work towards a final product. Children must register for the full month. Teachers will do their best to catch up children who have missed a class. No refunds or discounts will be given for missed classes.

HEART PRINTS' STORY TIME

Age:	Suggested 18 months-6 years <i>Accompanied by an adult</i>
Class Schedule:	Friday mornings
Class Time:	11:15 – 12:00 PM
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 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, and 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.



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2019-2020 PRESCHOOL/PRE-K4 REGISTRATION FORM

CHILD'S FIRST & LAST NAME: _____ NICK NAME: _____

BIRTHDATE ___/___/___ CHILD'S AGE ON SEPTEMBER 1, 2019: _____

GENDER: Male / Female

MOTHER'S & FATHER'S NAMES (OR GUARDIAN) _____

ADDRESS _____

CITY _____ ZIP CODE _____

PHONE NUMBER _____ EMAIL _____

HOW DID YOU HEAR ABOUT HEART PRINTS? _____

SPECIAL CONSIDERATIONS: _____

CIRCLE ALL THAT CONSISTENLY DESCRIBE YOUR CHILD:

RESILIENT	EXHIBITS CURIOSITY	AWARE OF OTHERS' NEEDS
OBSERVANT	ENTHUSIASTIC ABOUT LEARNING	USES WORDS TO RESOLVE CONFLICTS
PATIENT	WORKS & PLAYS COOPERATIVELY	IS ABLE TO BE DIRECTED BY AN ADULT
CONFIDENT	RESPONSIVE TO ADULT DIRECTIONS	RECEPTIVE TO CHANGES IN SCHEDULE
RESERVED	POSTIVE INTERACTIONS WITH PEERS	ACCEPTS RESPONSIBILITY FOR ACTIONS
SPIRITED	POSTIVE INTERACTIONS WITH ADULTS	ENERGETIC

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.

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

Half Day - Morning

_____ 2 Day Morning	M & F	9:00 – Noon	\$240/month
_____ 3 Day Morning	T,W,TH	9:00 – Noon	\$355/month
_____ 4 Day Morning	M – TH	9:00 – Noon	\$475/month
_____ 5 Day Morning	M – F	9:00 – Noon	\$600/month

Half Day - Afternoon

_____ 2 Day Afternoon	M & F	1:00 – 4:00 PM	\$240/month
_____ 3 Day Afternoon	T,W,TH	1:00 – 4:00 PM	\$355/month
_____ 4 Day Afternoon	M-TH	1:00 – 4:00 PM	\$475/month
_____ 5 Day Afternoon	M – F	1:00 – 4:00 PM	\$600/month

Full Day

_____ 2 Full Day	M & F	9:00 – 4:00 PM	\$515/month
_____ 3 Full Day	T,W,TH	9:00 – 4:00 PM	\$800/month
_____ 4 Full Day	M – TH	9:00 – 4:00 PM	\$1025/month
_____ 5 Full Day	M – F	9:00 – 4:00 PM	\$1080/month

Blended

_____ 2 Full (T & Th 9:00-4:00) and 2 Half (M & W 9:00-12:00)		\$775/month
_____ 3 Full (T, W, Th 9:00-4:00) and 1 Half (M 9:00-12:00)		\$875/month
_____ 3 Full (T, W, Th 9:00-4:00) and 2 Half (M & F 9:00-12:00)		\$990/month

PROGRAM EXTENSION REQUEST:

- Heart Prints offers morning, lunch and afternoon program extensions.
- You may choose to sign up for extensions for the entire year or on a monthly basis.
- Annual Extension fees are discounted by 25%-35%. The Annual Extension fees are listed below.
- Monthly Extension fees are \$10 per hour. Monthly Extension Request Forms are available on our website or in our lobby. They are due by the 1st of the prior month. For example, October Extension Requests are due September 1st.
- Families are expected to pay for scheduled extensions even if your child is absent as staffing has been put in place regardless.

Circle the days of the week that your child will join extensions for the year.

Half Morning Extensions (8:30-9:00AM)	M	T	W	Th	F	\$20/day per month
Full Morning Extensions (8:00-9:00AM)	M	T	W	Th	F	\$30/day per month
Lunch Extensions (12:00-12:45PM)	M	T	W	Th	F	\$25/day per month
Half Afternoon Extensions (4:00-4:30PM)	M	T	W	Th	F	\$20/day per month
Full Afternoon Extensions: (4:00-5:00PM)	M	T	W	Th	F	\$30/day per month

For office use

DATE RECEIVED _____
 FEES RECEIVED _____
 CONFIRMATION SENT _____

HP STAFF _____
 CHECK NUMBER _____





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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. The tuition amount of \$80 is due by the first of every month for the month that follows. For example, November tuition is due by October 1st. No refunds will be given for missed classes.



HeartPrints

Center for Early Education

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2019 – 2020 COME PLAY WITH ME - REGISTRATION

CHILD'S FIRST & LAST NAME: _____ NICK NAME: _____

BIRTHDATE ___/___/___ CHILD'S AGE ON SEPTEMBER 1, 2019: _____

GENDER: Male / Female

MOTHER'S & FATHER'S NAMES (OR GUARDIAN) _____

ADDRESS _____

CITY _____ ZIP CODE _____

PHONE NUMBER _____ EMAIL _____

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**.

Families pay tuition for this class. For your convenience, we have divided the tuition into nine equal payments. The tuition amount of \$80 is due by the first of every month for the month that follows. For example, November tuition is due by October 1st. No refunds will be given for missed classes. September tuition is due by May 1st or upon registration.

Nondiscrimination in Services:

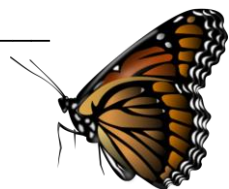
Admissions, the provisions of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age, or sex.

For office use

DATE RECEIVED _____ HP STAFF _____

FEE RECEIVED _____ CHECK NUMBER _____

CONFIRMATION SENT _____





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2019-2020 KINDERGARTEN/ PRE-K5 REGISTRATION FORM

KINDERGARTEN CHILDREN MUST BE 5 YEARS BY SEPTEMBER 1, 2019 (5 HALF DAYS MINIMUM)

PRE-K5 CHILDREN MUST BE 5 YEARS BY FEBRUARY 1, 2020 (4 OR 5 HALF DAYS MINIMUM)

CHILD'S FIRST & LAST NAME: _____ NICK NAME: _____

BIRTHDATE ___/___/___ CHILD'S AGE ON SEPTEMBER 1, 2019: _____

GENDER: Male / Female

MOTHER'S & FATHER'S NAMES (OR GUARDIAN) _____

ADDRESS _____

CITY _____ ZIP CODE _____

PHONE NUMBER _____ EMAIL _____

HOW DID YOU HEAR ABOUT HEART PRINTS? _____

SPECIAL CONSIDERATIONS: _____

CIRCLE ALL THAT CONSISTENLY DESCRIBE YOUR CHILD:

RESILIENT	EXHIBITS CURIOSITY	AWARE OF OTHERS' NEEDS
OBSERVANT	ENTHUSIASTIC ABOUT LEARNING	USES WORDS TO RESOLVE CONFLICTS
PATIENT	WORKS & PLAYS COOPERATIVELY	IS ABLE TO BE DIRECTED BY AN ADULT
CONFIDENT	RESPONSIVE TO ADULT DIRECTIONS	RECEPTIVE TO CHANGES IN SCHEDULE
RESERVED	POSTIVE INTERACTIONS WITH PEERS	ACCEPTS RESPONSIBILITY FOR ACTIONS
SPIRITED	POSTIVE INTERACTIONS WITH ADULTS	ENERGETIC

A nonrefundable registration fee of \$200.00 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.

CLASS REQUEST:

**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.*

Indicate the program in which you would like to enroll your child.

_____ 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

PROGRAM EXTENSION REQUEST:

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Circle the days of the week that your child will join extensions for the year.

Half Morning Extensions (8:30-9:00AM)	M	T	W	Th	F	\$20/day monthly
Full Morning Extensions (8:00-9:00AM)	M	T	W	Th	F	\$30/day monthly
Lunch Extensions (12:00-12:45PM)	M	T	W	Th	F	\$25/day monthly
Half Afternoon Extensions (4:00-4:30PM)	M	T	W	Th	F	\$20/day monthly
Full Afternoon Extensions: (4:00-5:00PM)	M	T	W	Th	F	\$30/day monthly

For office use

DATE RECEIVED _____
 FEES RECEIVED _____
 CONFIRMATION SENT _____

HP STAFF _____
 CHECK NUMBER _____



