

Dear Parents,

We are pleased to provide you with registration information for Harvey Browne Preschool for the 2012-2013, school year. Harvey Browne Preschool continues to be accredited by the National Academy of Early Childhood Programs, a department of the National Association for the Education of Young Children. The faculty at Harvey Browne Preschool is a group of highly trained professionals who understands early childhood education, child development and has a true love for working with young children and their families. We serve children equally, without regard to race, color, religion, or national origin.

The director, Dr. Barbara Bailey, has 34 years experience in early childhood education. She has been the director of Harvey Browne Preschool since 1987 and has taught university classes in early childhood education for the past 21 years at University of Louisville, Indiana University Southeast, Spalding University, and Jefferson Community College.

Harvey Browne Preschool is a developmentally appropriate school environment where children and families are valued. Parents are children's primary educators and we want to support families by joining you as partners in your child's journey of learning. Working with you, we want to facilitate all children reaching their full potential in every area of development, socially, emotionally, intellectually and physically. We want children to be excited, enthusiastic and happy learners and build the foundation so that they become life long lovers of learning. The faculty of Harvey Browne Preschool works very hard to encourage and meet the needs of all the children in our care.

Classes Offered

We have classes for two and a half year olds through kindergarten. The kindergarten meets five days a week. The kindergarten begins as a half-day program and as the year progresses gradually moves to 2 full days and 3 half days a week. In October, the children will begin coming on Thursdays for a full day. In January, the kindergarten children will come full days on Tuesdays and Thursdays and half days on Mondays, Wednesdays, and Fridays. We believe this schedule provides a nice transition into first grade. For the four year olds, we offer three-day classes , four-day classes or five-day classes (Monday through Friday). We also offer two types of classes for the three year olds. One group meets two days a week and the other group attends three days a week. We also offer a class for 2 1/2 year old children who attend two days a week. An enrichment class for 3 and 4 year olds will be offered one day a week on Monday.

Children must be 2 years old by April 1 to register for the 2 1/2 year old program. Children in the class for 2 1/2 year olds need to be in the process of potty training when school begins. They cannot wear diapers. Pull-ups are acceptable. Children must be willing to sit on the potty and pull their clothes up and down. Bathroom friendly clothes will help children be independent and are very helpful in the potty training process.

Please know that we understand that children will have accidents at school but we ask that they have an awareness of the process. I hope this information is helpful and will aid in your decision of whether to send your child to the 2 1/2 year old program next year. Children in the 3 year classes and older must be potty trained. We will work with you to achieve this goal. In May, we will offer a “potty training” workshop. Pediatricians who are also young parents will answer all your questions and offer guidance and advice regarding potty training. We strongly encourage everyone who has a child enrolled in the 3 year old class who is not potty trained to attend. Parents of children in the 2 ½ year old class are also encouraged to attend.

Extended Day

We offer an **Early Bird Program** each morning beginning at 8:00 a.m. As an additional service for parents who need extended hours, we provide **Afternoon Extended Day** daily from 12-3:00 p.m. **Extended Day must be scheduled in advance.** More information about signing up for Extended Day will be provided in the summer.

Harvey Browne Preschool offers developmentally appropriate curriculum at all levels. Our curriculum includes play and hands on experiences in the areas of art, music, literature, science, math, reading readiness, writing and creative movement. In addition, we use community resources to provide many different kinds of enrichment activities.

Throughout their experiences at Harvey Browne Preschool, your child learns of love through the interest, care and concern of the other children, the teachers, and the director. We want your children to continue in their love and enthusiasm for learning. We realize that many of you live in out lying areas, but carpools are encouraged to take advantage of our programs. Our organized arrival and departure procedures offer maximum safety and security for the children.

THE TUITION SCHEDULE IS AS FOLLOWS:

Class	Registration Fee	Tuition for Harvey Browne Church Members	Tuition for Others
Kindergarten	\$250	\$3120	\$3270
Five Day Fours	\$200	\$2550	\$2700
Four Day Fours	\$200	\$2300	\$2450
Three Day Fours	\$200	\$2100	\$2250
Three Day Threes	\$200	\$2100	\$2250
Two Day Threes	\$200	\$1830	\$1980
Two Day Twos	\$200	\$1830	\$1980

The Harvey Browne Preschool Board of Directors has worked very hard to keep tuition reasonably priced for parents while keeping the quality of the educational experience for the children high. Our tuition is well below other accredited schools in the area. We are

very proud of our program and extend an invitation to you to visit our school. A limited amount of financial assistance is available based on need. You may contact the preschool office for an application. The deadline to turn in a financial aid application is March 1.

The following information includes detailed information on our registration procedure. Please read this information carefully. If you would like to come and visit or have any questions, call Barbara Bailey or Anne Hughes at 895- 2577 and we will be happy to help you.

Sincerely,

The Faculty and Board of Directors of Harvey Browne Preschool

Registration Process

We will accept applications for enrollment beginning at this time. To apply, you must submit the registration form, the enrollment agreement and the registration fee (the registration fee is non-refundable unless we do not have an opening for your child). **The application deadline is January 13.** The number of openings in the school is limited so it is very important to submit your application by January 13. If you would like a particular class (i.e. 5 day 4s vs. 3 day 4s), your registration package must be submitted early. If you are a church member or are currently enrolled in the school, we guarantee your child will have a place in the school but availability of particular classes is offered on a first come, first serve basis.

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

(To receive priority, your application must be submitted by January 13)

Church Members

Children currently enrolled in the school and their siblings

Siblings of children formerly enrolled in the school and children in the Harvey Browne Parents Day Out Program

Children from the community (date of application will be one of the factors in determining enrollment)

Church members, children currently enrolled and their siblings will receive confirmation upon enrollment.

Siblings of children formerly enrolled in the school, children in the Harvey Browne Parents Day Out Program and children from the community will receive a letter confirming whether your child is enrolled or placed in a waiting file. If your child is placed in the waiting file, you will receive your \$200 registration fee (\$250 for kindergarten) back with the letter.