

**Please read carefully-
New registration
Dates for Extended Day**

**Registration Information
Harvey Browne Preschool Extended Day**

Dear Parents,

As a service to our Harvey Browne Preschool families, there will be registration for the 2009-2010 Extended Day Program this summer. This registration will enable us to plan for staffing and scheduling so we are ready by September.

Extended Day (Lunch Bunch) is offered Monday through Friday from noon until 3 o'clock. Extended Day is available to all Harvey Browne Preschool students. Children may attend the lunch bunch program any afternoon even if they do not attend school on that particular day. In order to attend lunch bunch, children must be completely potty trained. They must be able to voice their needs, be able to reach the bathrooms on time, and take care of themselves. Each participant is required to furnish his/her own lunch and beverage which are stored in a refrigerator. In order to meet state licensing requirements, each child's lunch must contain food from all four food groups including: grains, fruits and vegetables, meats, and dairy products. Not only should lunches be of good quality, but of a quantity reasonable for your child. In the event a child loses or forgets his/her lunch, the Lunch Bunch staff will provide a healthy lunch.

Lunch Bunch includes a hand wash bathroom break, eating lunch, a quiet time, outdoor or gym play, creative movement or art projects, snack and carpool. According to state regulations, a daily quiet time must be observed. During this quiet time the children will have an opportunity to nap or to view a DVD based upon award winning children's literature. **IN ORDER TO MEET STATE LICENSING REQUIREMENTS, PLEASE NOTE THAT YOU ARE REQUIRED TO FURNISH A TWIN SIZED FLAT SHEET OR SMALL BLANKET/BEACH TOWEL FOR YOUR CHILD'S USE. IT SHOULD BE MARKED WITH HIS/HER NAME. IT WILL BE USED EACH DAY YOUR CHILD ATTENDS EXTENDED DAY AND MUST BE LAUNDERED EACH WEEK BY YOU.**

Cost per session in the 2009-2010 school year remains the same at \$15.00. If a second child from your family is attending Lunch Bunch on the same day, a fee of \$13.00 will apply. All families using the Lunch Bunch Program on a regular basis are required to pay their tuition on the following dates: August 1st, September 15th, November 15th, January 15th, and March 15th. Extended Day tuition payment policy will follow the Harvey Browne Preschool tuition policy. **Once registration is made, payment is due.**

This year we will be offering a new service. If you wish, your child may stay until 3:30 p.m. for an additional \$3.00 fee. Please indicate if you want your child to stay late on the registration form. Children who are not picked up by 3:00 p.m. will automatically be charged the \$3.00 fee. **Children not picked up by 3:30 p.m. will be charged a \$25.00 fee. You will be billed the following day.**

PERMANENT RESERVATIONS: A registration form is included in this mailing. If your child will be using Extended Day next school year, send the registration form and September payment to Harvey Browne Preschool by August 1st. A roster containing spaces for twenty names of participants for each day will be filled on a first come first served basis. If there are more than twenty applicants for any given day, their names will be placed on a waiting list. When the length of the waiting list merits the opening of a double session on the day you have signed up you will be notified. The option of a second class on any

given day is dependent on the ability to fully staff the class.

THE EXTENDED DAY YEAR BEGINS ON TUESDAY, SEPTEMBER 8, 2009

September 09 18/DAY	# OF DAYS TOTAL	15/DAY	TOTAL
(3:30 pick up)			
MONDAY \$18.00	3 \$54.00	\$15.00	\$45.00
TUESDAY \$18.00	4 \$72.00	\$15.00	\$60.00
WEDNESDAY \$18.00	4 \$72.00	\$15.00	\$60.00
THURSDAY \$18.00	3 \$54.00	\$15.00	\$45.00
FRIDAY \$18.00	3 \$54.00	\$15.00	\$45.00

Second child staying on the same day = \$ 13.00 or \$16.00 if staying until 3:30 p.m.

OCCASIONAL USE: If you wish to use the program on an occasional basis, return your Registration to the Extended Day table in Emory Hall when you come for Parent Orientation in **August**. Occasional use of the program is contingent upon available openings on the day(s) requested. These requests should be made as early as possible by calling the HBPS office.

Payment for occasional use of the program is \$17.00 or \$20.00 if staying until 3:30 and should be made by check as soon as the reservation is made and no later than the day the child attends.

Extended Day sessions will be held Monday through Friday until 3:00 p.m. or 3:30p.m. for an additional charge of \$3.00. We do not carpool in the afternoon. You will have to park your car and come inside to pick up your child no later than 3:00 p.m. or 3:30 p.m. for an additional fee. You will need to come to the extended day classroom which is under the chapel.

There will also be an opportunity for you at the end of each day to make additional reservations, payments or have any questions answered regarding Extended Day. If you need to pick up your child early, you will have to come to the classroom, playground, or gym. To enter the building, you will need to show your HBPS carpool number to the church staff to be buzzed in. If anyone else is to pick up your child, you must send in a signed permission note for your child's release to that person. For the first few weeks, carrying in your carpool number will also help us identify the pick up person.

YOUR CHILD WILL NOT BE RELEASED TO ANYONE BUT YOU OR SOMEONE YOU HAVE AUTHORIZED IN WRITING.

We continue to be sensitive to the needs of our Harvey Browne Preschool children and their families and hope to be of service to you in the coming year.

Sincerely,

Donna Tipton
Extended Day Coordinator

Barbara Bailey
Director

