



## Childcare and Preschool

730 Preston Lane, Hatboro, PA 19040

(215) 672-1576

[www.heartsnhandschildcare.com](http://www.heartsnhandschildcare.com)

[hnhdirector@comcast.net](mailto:hnhdirector@comcast.net)

*Thank you for your interest in our Hearts 'n Hands Child Care and Preschool!*

We're very excited to get to know you and your family! This packet includes all policy information and paperwork necessary to register your child. To reserve your spot, please return the enrollment application and parental consent form. We will request the \$50 registration fee and first week's tuition through our brightwheel app. If you have any questions, feel free to call any time. We're looking forward to having your child(ren) join us here at Hearts 'n Hands!

Sincerely,

Kathi Farabaugh  
Director  
Hearts 'n Hands Childcare and Preschool  
[hnhdirector@comcast.net](mailto:hnhdirector@comcast.net)

*A Ministry of the Hatboro Community Church*

# Hearts 'n Hands Child Care and Preschool

## Policy Information

*Hearts 'n Hands Childcare and Preschool provides services to children and families regardless of their race, religion, gender, cultural heritage, political beliefs, national origin, parents' marital status, disability, or sexual orientation. We are a Christian day care sponsored by the Hatboro Community Church, and our curriculum will include teaching Christian Bible stories and values along with the traditional preschool curriculum.*

**Hours of Operation:** Hearts 'n Hands is open Monday-Friday, 7:00am to 6:00pm. We are open every day except in the case of emergency weather conditions and the following holidays:

New Year's Day	Labor Day
Presidents Day (Staff In-service)	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Thursday and Friday before school year starts (In-service)	New Year's Eve

Full tuition is still due for weeks that holidays occur, and substitutions for holidays cannot be scheduled. If one of these holidays takes place on a weekend, we will be closed the previous Friday or following Monday in observation of the holiday.

**Registration Fee:** The yearly registration fee for Hearts 'n Hands will be \$50 dollars. If a child is registered after February 28<sup>th</sup>, the registration will be \$25.

**Weekly Tuition Rates:** The weekly tuition for your child will be due each Thursday for the following week of care. Tuition should be paid through the brighwheel app or with checks, cash, or money orders. All checks should be made out to Hearts 'n Hands. **Please put the week of payment in the memo line of the check.** If tuition is paid with cash, please make sure you give it to the director or receive a receipt for the cash paid.

**Extended Hours:** Additional hours per day can be added, if space is available, at a cost of \$9 an hour.

**Late Pick-up:** If any child is left at the center past 6:00, a fee of \$20 per 15 minutes will be charged.

**Vacations:** One free week's vacation will be given to each child who attends year-round. For those who do not attend year-round, or if more than one week per year is taken,  $\frac{1}{2}$  tuition will be paid for those weeks.

**Sibling Discount:** Families with two or more children enrolled in the center will receive 5% off the tuition of the oldest child.

**Emergency Conditions:** Hearts 'n Hands will open as long as safety permits in heavy weather conditions or other building emergencies. Please call the center for information regarding weather emergencies. If the Upper Moreland School district is closed for snow or other weather emergency, our center will be closed as well. If Upper Moreland is opening late, we will try to the best of our ability to open at normal time.

**Illness and other absences:** Because of staff scheduling, credit or refunds will not be given for illness or other absences lasting two weeks or less. In case of extenuating circumstances, contact our director.

**Withdrawal:** Two weeks written notice is required for withdrawal for any reason

**Policy Changes:** The terms of this agreement are subject to change with two weeks' notice.

## Enrollment Application and Questionnaire

Date of Application \_\_\_\_\_ Date of Admission \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name of Child \_\_\_\_\_ Primary Language \_\_\_\_\_

Home Address/Zip \_\_\_\_\_

Parent #1 Name \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ Cellphone (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_

Parent #2 Name \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ Cellphone (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_

Identifying Information for child (*required by state*) Sex: \_\_\_\_\_ Race: \_\_\_\_\_

Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Identifying Marks: \_\_\_\_\_

I wish to enroll my child for the following schedule:

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Arrive: _____	Arrive: _____	Arrive: _____	Arrive: _____	Arrive: _____
Depart: _____	Depart: _____	Depart: _____	Depart: _____	Depart: _____

Enclosed is the annual registration fee of \$50.00 and one week of tuition in the amount of \$\_\_\_\_\_ as a deposit. I understand that both fees are non-refundable if my child is enrolled. I have read and understood all policy and tuition information and agree to comply. Hearts 'n Hands Child Care and Preschool provides services to children and families regardless of their race, religion, gender, and cultural heritage, political beliefs, parents' marital status, sexual orientation, national origin, or disability.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

Tell us a little about your household (neighborhood, who lives in the home-pets, siblings, etc.)

Is there anything else you want share about your family composition (custody agreements, etc.)?

Briefly describe your child's schedule, when they sleep, and their eating preferences. Specifically describe your child's napping habits (time, duration, special blanket or toys, adult involvement: rubbing back, rocking etc.)  
Would you like us to restrict the length of your child's nap?

Has your child ever attended another place for childcare or early learning center?

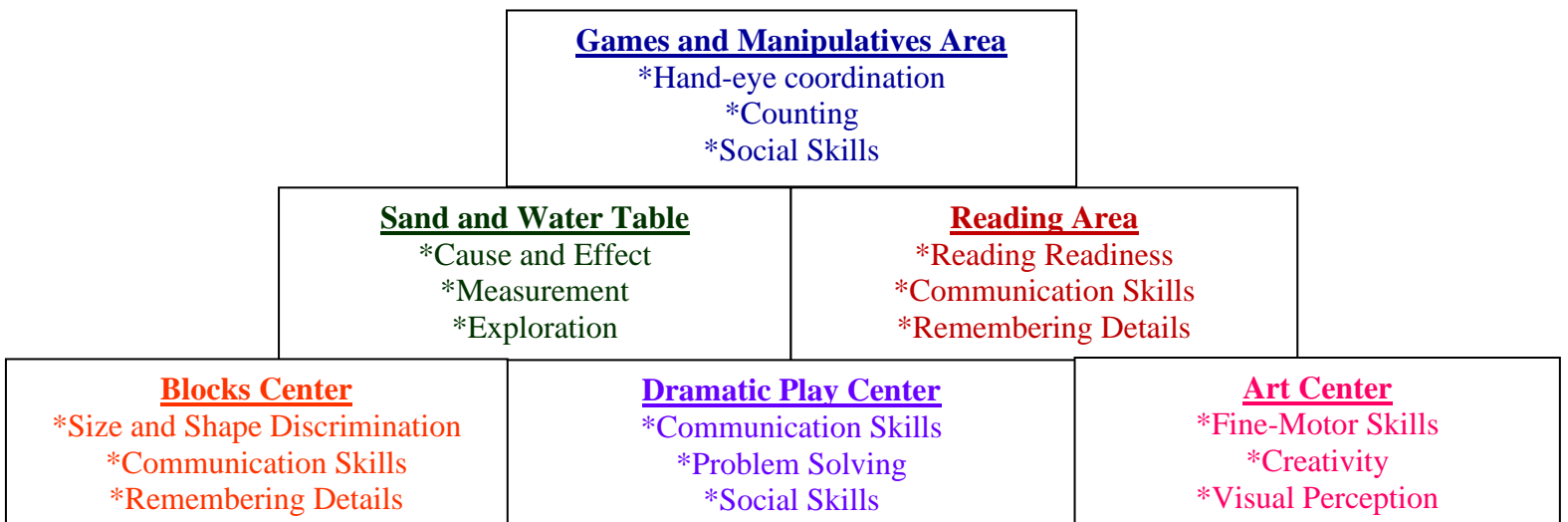
What do you hope your child will experience or learn at Hearts 'n Hands?

Is there anything we can do to make your child's first days more comfortable? Are there specific toys, activities, cartoon or movie characters they enjoy?

Dear Hearts 'n Hands Families,

Our curriculum at Hearts 'n Hands is based off of the current belief in education that play and learning centers are the most effective way for children of preschool age to learn. We want to make sure that you were aware that your children will always be learning at Hearts 'n Hands through circle time, learning experiences, games, and centers, even if they don't always bring a lot of "seat work" home. Our curriculum also includes the teaching of all Preschool standards for the state of Pennsylvania. Here are some examples of the skills children learn and develop through the centers we have incorporated in our classrooms:

## The Building Blocks of Learning



Just remember...

When work is play, kids learn all day!





Child Care and Preschool  
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 215-672-1576  
 www.heartsnhandschildcare.com

**Tuition: 2023-2024 School Year**

	<u>Full-time</u>	<u>Part-time</u> (6 hours)	<u>Preschool</u> (3 hours)
<b><u>TODDLERS</u></b> (12 months- 2 years)			
5 days per week	\$280.00	\$225.00	\$133.00
4 days per week	269.00	214.00	119.00
3 days per week	216.00	171.00	98.00
2 days per week	154.00	121.00	74.00
<b><u>TWO'S</u></b>			
5 days per week	\$270.00	\$217.00	\$128.00
4 days per week	260.00	207.00	113.00
3 days per week	211.00	163.00	88.00
2 days per week	149.00	117.00	70.00
<b><u>THREE'S</u></b>			
5 days per week	\$254.00	\$207.00	\$123.00
4 days per week	243.00	192.00	108.00
3 days per week	196.00	155.00	82.00
2 days per week	138.00	107.00	63.00
<b><u>PRE-KINDERGARTEN</u></b> (ages 4 and 5)			
5 days per week	\$243.00	\$196.00	\$119.00
4 days per week	232.00	183.00	104.00
3 days per week	183.00	145.00	79.00
2 days per week	130.00	104.00	59.00

Registration fee is \$50.00.

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**BEFORE/AFTER CARE (K-1<sup>st</sup> Grade)**

A weekly rate for before/after care will be determined for each child based on the number of hours they will attend, with an hourly fee of \$9/hour and a maximum weekly fee of \$117. Please contact the director for rates based on your child's individual schedule.

Registration fee is \$50.00.

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