



Our Philosophy

Hearn Academy Preparatory academic preschool and pre-k begins with a deep respect for your child's eagerness to learn and capacity to develop meaningful relationships. We believe that secure relationships with responsive and respectful adults can provide the basis for a lifelong love of learning. Our dedicated teachers focus on creating these nurturing relationships that allow children to feel value and empowered.

Each day our teachers provide a balanced approach to learning, giving our parents the peace of mind that their children are having fun while they develop socially, emotionally, physically as well as intellectually. We give our students the tools to become confident and self-aware. In a caring and stimulating atmosphere, our passionate engaging teachers give your children endless opportunities to grow, learn, and imagine-whether building a spaceship to blast off to Mars or inviting a new friend to share a story during group time.

We believe curriculum is everything that happens in the classroom. From interactions and meals to singing and playing. We never miss an opportunity to educate. We are committed to supporting your family to raise healthy, happy, and secure children who will be successful in school and in life. A child's early years are critical to their future growth and development.

Our curriculum adapts to changing needs, interests and abilities of each child in our care. We also understand the importance of your child being confident going into Kindergarten. Our curriculum is developed to follow closely to the schedule our Kindergarten students follow each day. Documentation, assessments, and parent-teacher goal setting help create individualized programs that allow children to reach their full potential.

Goals

We, the staff of Hearn Preparatory Academy, will provide for the children:

- A pleasant and safe space to play and learn
- A curriculum and classrooms structure that encourages and enhances your student's education.
- A place to meet their emotional, physical, social and intellectual development.
- A well rounded advanced learning environment.

Children come to us with the wonder, desire and willingness to learn. Our job is to make sure they leave with their inquisitive natures enhanced and with the academic and social skills to help them succeed in school and in life.



General Curriculum Areas

Art-We use a variety of materials so the child may experience the joy of creating by cutting, gluing, coloring, and painting. Art may also be used for instructive purposes such as identification of shapes, learning to follow oral instructions, sequencing steps, and learning various steps such as cutting and pasting. Activities are geared to the child's level and are concerned with the process of creating instead of the final product.

Science-A variety of science materials will be out for exploration by the child in learning centers, books and group experiments will be done frequently. Science study increases vocabulary and general knowledge, encourages curiosity, helps children discover natural laws and helps the child become more aware of his/her surrounding world.

Music- Music is used to express emotions, reinforce subject material and a source of joy. We use tapes, CD's, records, rhythm instruments, scarves, ribbon sticks, singing, clapping, and body movement.

Group Time-This is a period of 15-20 minutes that serves as a vehicle for teaching a wide variety of subjects. It often includes finger plays, stories, games, songs, and discussion centered around one topic. This topic is the basis for our weekly themes, which may include the Zoo, food, numbers, the forest, animals, etc.. Monthly and weekly themes are posted for your information.

Small Muscle-Through manipulative table toys, games, and other activities, small muscle coordination grows. A variety of small motor toys are offered and changes weekly to coordinate with the weekly themes.

Large Muscle-Children receive large muscle coordination through outside play, going for walks, or indoor play in the common rooms. Depending on the weather, children are offered large muscle play two times a day.

Nap Time

As we prepare the students for their upcoming years of higher education, there will not be a set nap time. Children who feel the need to rest will have the opportunity to have quiet time in a designated area of the classroom. Children who do not need to rest will continue with their scheduled day.

Outdoor Play

The children will have two outside free play times if the weather permits. Children will be unable to be outside if it is raining, below 30 degrees, or above 100 degrees with a heat advisory. If the weather does not allow the children to go outside we will have an inside open recess time within the classroom.

Lunches

Children will bring lunch boxes from home. An attempt at a complete balanced diet is recommended. Uneaten food will be placed back into the lunch box to let parents/guardians know what they ate. Hot lunches are available through the meal department at Hearn Academy. Hot lunches are to be ordered and paid for monthly. You must pre-order lunch for \$2.90 per day and pay the cafeteria manager at Hearn Academy. Hearn Prep is not responsible for any hot lunch questions, comments, or concerns. Cafeteria manager is available Monday-Friday 8:00am-3:30pm.



First Day at the Center

Before your child's first day you will need to set up an exact enrollment date. Children often cry the first few times they are left. Try a brief goodbye. Delaying departure is hard on your child and the parent, as both become upset and reinforce each other's fear feelings. If your child is upset when you leave the center, feel free to call the center back after some time to check on your child's progress. We will call you if your child does not settle down. Most children quiet down quickly, they are reassured by the teacher and become interested in the toys and other children.

On the First day, you should bring the following items:

- Completed registration forms and registration fees.
- A lunch box with their name on it if they are having lunch and/or buying lunch
- A complete change of clothing, weather appropriate. Including a change of underwear
- Small pillow and blanket if the child is napping.

Do not bring:

- candy, gum or
- toys from home
- clothing or shoes that are difficult to put on/take off.

Daily Schedule of Activities

6:45-7:45	Arrival/Breakfast/Table Top Activities
7:45-8:00	Morning Greeting
8:00-8:30	Morning Recess on little playground
8:30-9:00	Reading Buddies
9:00-9:20	Bathroom /Snack
9:20-9:50	Chinese (PreK- Monday, Wednesday, Friday. Preschool - Tuesday and Thursday)
9:20-10:40	Calendar/ Morning Circle/ Work Board
10:40-11:00	Lunch Prep or Books
11:00-11:25	Lunch
11:25-11:45	Centers/Books
11:45-12:00	Writing Practice
12:00-12:45	Lunch Recess
12:45-1:00	Bathroom/ Drinks/Story Time
1:00-1:45	Read, write, draw, or rest time
1:45-2:00	Clean up and Snack prep
2:00-2:15	Afternoon Snack
2:15-2:45	Clean up and pack up
2:45-3:00	Afternoon Recess/ Gross Motor Play



Parent-Teacher Communication System.

We have many forms of communication with the parents/guardians. Listed below are the number of ways the teachers, director and parents can be in communication with each other.

1. Initial meeting with parents: Pre-enrollment conference. When you enroll your child, the director or teacher in charge will show you around the center and answer any questions you may have. You may wish you share concerns about your child with the director, tell what you expect from the program, etc.. Please tell us if your child is on medication, behaves in any unusual ways, or has special traits of which the teacher needs to be aware.
2. Parent-Teacher Conferences: These conferences are very useful for the teacher and the parents. They are a great way to assess how each child is doing in the center. The conferences are held in the fall and in the spring.
3. Parent Meetings: These informal get-togethers are held according to the needs and wishes of the parent. A teacher may give a short presentation followed by time to discuss matters or concerns.
4. Parent Information Board: The parent information board, located on the wall next by the sign-in books, serves as a place to post the monthly newsletter, health notices, lunch menus, and all activities happening with the center.
5. Weekly Lesson Plan Sheet: These are posted in each room and describe the art projects, group time topics, science activities, and physical activities for the week. The calendar lists the weekly themes.
6. Hearn Prep Newsletter: The center newsletter is published monthly and placed in your child's mailbox. The newsletter contains information that is pertaining to every classroom.

Please tell us if

Your child has a bad night sleep-He/she was recently ill-Something upsetting happened-something fun or exciting happened-your child has been exposed to a contagious disease-your child verbalizes feelings about the center or staff or if your child's behavior or mood is different than usual.

We will tell you...

About your child's play-if your child didn't normally or was out of sorts-if your child has an unusual bowel movement or any other unusual behavior-if your child got upset about something-or anything else we feel you should know about your child's day.

****Please check your student's classroom folder daily. You will find information for all upcoming campus events and classroom updates. The students work very hard all day and love nothing more than to share their learning adventure with their loved ones.**



Accident or Emergency Procedures

-If your child becomes injured at the center, the teacher in charge will administer simple first aid such as washing the injury, applying ice and bandaging. The teacher will then fill out an injury report. One copy will go into the child's mailbox and one copy will go in the child's file. If the injury were serious we would call the parent for instructions. If the child receives a serious injury that requires the services of a doctor, the following procedure will be followed:

1. Call parent or guardian.
2. Call one of the persons listed on the emergency card.
3. Send the child to Hearn Academy RN school nurse.
4. In the case that above three fail, we will call emergency service and have the child taken to an Emergency hospital. Someone from our staff will accompany the child in the ambulance or van and will stay with them until a parent or guardian is present.

Any and all expenses incurred under #4 will be borne by the child's family or guardian. If an injury is severe, procedure 1-3 will be waived and 911 will be immediately contacted.

Safety-The first teacher on duty in the morning will make a visual inspection of the room, and correct any potential hazards. Staff will use good judgement and prevention techniques to avoid injuries, burns poisoning, choking, suffocation, traffic, or pedestrian accidents.

Fire Prevention and Procedure

1. Monthly fire drills will be conducted; a log is kept for licensing.
2. Primary exit of the building is out the front door. The second exit is the back door. The third exit is through the windows.
3. 911 will be called if needed.
4. Fire extinguishers are in each room.
5. All staff are trained in fire procedures at their orientation.

Unauthorized Pick-Up of a Child

If an unauthorized person or one who is incapacitated or suspected of abuse attempts to pick up a child, the center will not release the child to that person. If the person attempts to force, 911 will be called.

Missing Child

If a child is missing, the teachers will first conduct a search for the child. If the teacher does not find the child, 911 and the parent/guardian will be called.

Missing Parent

If the parent/guardian of a child does not appear to pick up their child, the staff member on duty will make attempts to reach the parents/guardians through the telephone numbers given and the contact persons authorized to pick up the child. If we are unable to contact anyone listed on the registration forms, the closing director will stay no longer than 6:30pm. After that time, the director will turn the child over to the Child Protection Unit. A note will be left on the center's main door telling where the child was taken and the Child Protection phone number.



Policy on Sickness

Please do not bring your child to Hearn Prep if he/she is displaying sickness or has fever. Please respect the staff's judgement when they determine that a child should not attend because of sickness. These limits are designed to help sick children recover and to avoid the spread of disease. We have a registered nurse at the Hearn Academy's front office to advise and consult with on medical questions.

Listlessness, diarrhea, fever or crankiness may all be symptoms of illness, and it is our policy to isolate children showing such symptoms. Parents need to pick up their child promptly if he/she is ill. If your child becomes ill while at the center, the child must be isolated from the other children in our care and the parent called immediately. The license holder must exclude a child:

- who has a reported illness or condition that is contagious. Parents must inform us within 24 hours if their child has a contagious disease.
- who has a contagious conjunctivitis or puss draining from eye (pink eye)
- who has had a bacterial infection and has not completed 24 hours of antibiotics.
- who has unexplained lethargy and is unable to participate in all regular activities of the day
- who has a 100 degree Fahrenheit temperature or above before fever reducing medication is given.
- who temperature has not been below 100 degrees for 24 hours.
- who has an undiagnosed rash or a rash attributed to a contagious illness or condition
- who requires more care than the teacher can provide without compromising the health and safety of other children in care.

* Students MUST be fever and vomit free for 24 hours without medication before returning to school.

Disease Notification If children are exposed or have a contagious reportable disease, this will be reported to all parent by the director in the form of a health notice or sick note.

Substitute Teachers

On the days when staff ratio is low or a staff member is ill or absent, the director will call for a teacher substitute, assistant, or aide to assist in daily activities.

Termination notice and/or Schedule changes

When the time comes to withdrawal your child from the center, two week written notice is required. Staff members will gather your child's possessions for you the child's last day. Please pay your bill in full before your child's last day at the center.

In rare cases the center staff may decide that a student is unsuitable for our program. If any child shows severe adjustment problems or stress in a group situation, the Director will give the parents/guardians 2 week notice to make other arrangements. In the rare case a child's parent/guardians cannot adjust to the centers schedule or center regulations, the director will give them a verbal warning and remind them of our rules and regulations. If parents/guardians continue to ignore or break center regulations, the director will give the parents/guardians 2 weeks to make other childcare arrangements.



Holidays and Closures

Hearn Preparatory Academy will follow Hearn Academy’s break schedule. Our 2018-2019 school years starts on Thursday August 2, 2018. The following days Hearn Preparatory will NOT be open and/or available.

Labor Day	September 2 nd and 3 rd
Fall Break	October 14 th - 18 th
Veterans Day	November 11th
Thanksgiving	November 27 th -29 th
Winter Break	December 20 th -January 3 rd , 2020
Martin Luther King	January 20 th
Presidents Day	February 17 th
Spring Break	March 16 th -20 th
April Break	April 10 th
Last Day of School	May 20 th , 2020

Hearn Preparatory Academy students are welcome to join in any event that is being held at Heard Academy.

Vacation Notice.

If a student will be absent for a consecutive 5 days for vacation please provide the center with a 2 week written notice

Fees and Payments

Your tuition will be **\$175.00 per week** billed on the 1st and 15th of each month.

Pick up time is 6:00PM. A late pick up fee of \$1.00 per minute, per student will be added to account. Excessive late pick up could result in termination of services.

An annual registration fee of \$35.00 is due upon enrollment, \$10.00 for each additional child. All fees are non-refundable.

***Please note: Payments will only be accepted through Tuition Express Auto pay. Preschool payments will billed on the 1st and 15th of each month.** If payment is declined or returned a \$25 fee will be added. You will have 3 days to bring the account current before receiving a \$15 late fee. Any accounts not paid in full within 7 days of your payment date will be suspended until payment is made. Payment dates that fall on any non-working days will be rescheduled for the first working day

Late Pick-Up

Any student who is left at the center after 6:00pm is considered late. A warning will be issued first and then the second time the parent will be charged \$1.00 per minute after 6:00pm. The parent will sign a form the director will provide that will state the time of arrival and amount due.

****Please have a back-up plan for the days you are running behind or stuck in traffic****



Behavior Guidance

Hearn Prep has a philosophy that your children are important, and if given the opportunity, they will thrive emotionally, intellectually, socially, and creatively under the loving guidance of concerned parents/guardians and teachers.

Our staff will:

- model positive acceptable behavior.
- redirect children from conflict to constructive activity
- teach children alternatives to problem behavior
- protect the safety of children
- provide immediate guidance/direction if a child's behavior is unacceptable.
- recognize the age appropriate development of the child
- not allow the children to act in a manner which will endanger them, another child or the staff

The following actions are prohibited by the staff:

- subjection of a child to emotional or physical abuse
- punishment for lapse in toilet training
- withholding food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior.
- physical or mechanical restraint such as tying, other than to physically hold a child when necessary to protect a child or others from harm.

Separation occurs when a child is removed from the group and is temporarily unable to participate in the program activity. No child may be separated from the group unless the staff has tried less intrusive methods of guiding the child's behavior, which have been ineffective, and the child's behavior threatens the well-being of the child or other children in the center. All separation from the group must be noted on the daily log. The staff persons making the note will state what other redirections methods were used to guide the child's behavior and how the child's behavior continued to threaten the well-being of the child or other children in care. If the child is separated from the group three times or more in one day, the child's parents will be notified.

The center director will oversee all discipline. All children's discipline will follow Hearn Academy guidelines. These guidelines can be found in the Hearn Academy handbook. All Hearn Prep families are required to obtain and read the Hearn Academy handbook as well as the Hearn Preparatory handbook.

The following actions will require a parent to pick up the child immediately:

- Biting: if a child is to bite more than 3 times in one day and/or if the child once on the face of any other individual, and/or breaks the skin while biting.
- Any behavior and/or action that puts the student, teachers, or the child self in immediate danger or in harm's way.
- Any excessive or reoccurring behavior that is inappropriate in the classroom.



Publicity Information

If photos of your child are asked to be taken for publicity purposes, we will have you sign a release form for each student.

Admissions: Non-Discrimination

Hearn Academy and Hearn Preparatory Academy may not discriminate on the basis of race, sex, religion, creed, color national origin, or source of payment. All children are welcome here.

Abuse/Neglect of Child

Any abuse or neglect of a child will be reported by any person on our staff to Child Protection if it is suspected. We are legally required to report any suspected abuse or neglect of a child within 24 hours of suspected abuse or neglect.

Grievance Procedure

In the event of a misunderstanding, personality conflicts, or specific complaints against the center staff or polices, parents are encouraged to make an appointment with the director to remedy such problem. Complaints may also be aired at parent meetings in order to discover if other parents have similar complaints and to work on positive solutions. A parent advisory board may also be formed to discuss any problems that come up. After these attempts have been made without a change to resolve the problems, the parent may appeal to the Principle, Dr. Gaye Leo, and/or Kathy Griner located in the Hearn Academy front office for further consideration. Good communication and interpersonal relationships make problem solving much easier. Please take the time to get to know the staff and let them know you.

Toys

Hearn Preparatory Academy requests that your child does not bring toys from home. Toys Brought from home will be kept in the director's office for parents to pick up.

Specific days will be held for show and share when toys are welcome to come to school. Hearn Preparatory Academy is not responsible for any lost, stolen, or damaged items brought from home.

Snacks

The center provides a morning and afternoon snack. This includes a beverage of water or milk or two food items of crackers, fruit, cheese, sandwich meat, cereal, and raisins. Children enjoy treating their classmates to a special snack for birthdays and other special occasions. We require everything brought to the center to be pre-packaged store bought. Please talk with the teachers on the days you would like to bring a special treat into the center.



Hearn Preparatory Payment Schedule

Tuition totals for the 2019-2020 school year will include 38.5 weeks and a registration fee of \$35.00. The first payment of \$105.00, will be due May 1st, 2019 and will secure student placement for the upcoming school year. This payment will include the registration fee of \$35 and the first week of school. The first payment is **non-refundable**. Payments will be equally split into payments of \$350 charged on the 1st and 15th of each month. If the payment date falls on the weekend or holiday, payments will be processed on the first working day after original due date. Please refer to the payment schedule for scheduled payment dates.

<u>Payment Date</u>	<u>Coverage Dates</u>	<u>Amount</u>
May 1 st , 2019	First week and Registration 8/1-8/2	\$105
August 1 st , 2019	8/5/19-8/16/19	\$350
August 15 th , 2019	8/19/19-8/30/19	\$350
September 4 th , 2019	9/1/19-9/13/19	\$350
September 15 th , 2019	9/16/19-9/27/19	\$350
October 1 st , 2019	9/30/19-10/11/19	\$350
October 21 st , 2019	10/21/19-11/1/19	\$350
November 1 st , 2019	11/4/19-11/15/19	\$350
November 18 th , 2019	11/18/19-11/30/19	\$350
December 2 nd , 2019	12/2/19-12/13/19	\$350
December 16 th , 2019	12/16/19-1/10/20	\$350
January 6 th , 2020	1/13/20-1/24/20	\$350
January 15, 2020	1/27/20-2/7/20	\$350
February 3 rd , 2020	2/10/20-2/21/20	\$350
February 18 th , 2020	2/24/20-3/6/20	\$350
March 2 nd , 2020	3/9/20-3/27/20	\$350
March 23 rd , 2020	3/30/20-4/10/20	\$350
April 1 st , 2020	4/13/20-4/24/20	\$350
April 15 th , 2020	4/27/20-5/8/20	\$350
May 1 st , 2020	5/11/20-5/20/20	\$350

Total: \$6755.00



**Hearn Preparatory Academy
Enrollment Forms**

Student's Name: _____ Male/Female _____

Date of Birth: _____ Age as of 8/1/2019 _____ Primary Language: _____

Allergies: _____ Medical Conditions: _____

Parent/Guardian Information

Parent or Guardian Name: _____

Primary Phone Number: _____ Work Phone: _____

Address: _____
Street City State Zip Code

Parent or Guardian's E-mail _____

Parent or Guardian's Name: _____

Primary Phone Number: _____ Work Phone: _____

Address: _____
Street City State Zip Code

Parent/Guardian's E-mail _____

Parent's Signature: _____ Date: _____

***Drop-In service is available for occasional use on regular school days as well as Early Release days.
Registration forms and fees are due in advance.**

-----Office Use Only-----

Returned Date: _____ Start Date: _____

Payment Date: _____ Registration Paid: _____



**Hearn Preparatory Academy
Financial Agreement**

Your monthly tuition payments will be: **\$175 PER WEEK** due on the 1st or 15th of each month. Payments will be processed automatically through Tuition Express.

To ensure your students placement at Hearn Academy, we will collect the first week’s tuition and the \$35 annual registration fees on May 1st, 2019. This is a non-refundable deposit to hold your space for the upcoming school year. **Please Initial _____**

If the primary credit card is declined, you will be notified and have 24 hours to make payment arrangements before we will process the secondary card on file. If the secondary card is declined, the account owner will be notified and you will have 3 days to make a full payment on the account to avoid possible suspension of services. A decline fee of \$25 will be added each time your card is declined. After the 3rd day of non-payment, there will be a late fee of \$15.00 plus \$1.00 for each additional day the payment is late.

Please Initial _____

PAYMENTS WILL NOT BE HELD. IF YOU ARE UNABLE TO MAKE YOUR SCHEDULED PAYEMENT, YOU WILL BE CHARGED THE STANDARD LATE FEE OF \$15.00 plus \$1.00 for each day the account goes unpaid.

Please Initial _____

We will attempt to collect any outstanding debt on the last working day of each month. If your payment was returned or late we will add all associated fees before attempting to collect on the account. If the payment is returned services may be suspended. It is the account owner’s responsibility to notify the office of any account changes. Please initial to confirm you have read and understand our collections policy.

Please Initial _____

Pick up time is 6:00pm. A late pick up fee of \$1.00 per minute and per student will be added to the account. Excessive late pick up could result in termination of Husky Club services. **Please Initial _____**

Tuition funds are applied based on your child’s current enrollment and contract agreement. We do not “pro-rate,” offer refunds or credits for days your child is absent. Hearn Academy requires a one-week written notice for any changes made to Husky Club agreement including changes to childcare needs or withdrawal from program. **Please Initial _____**

Under certain circumstances, it may be necessary for the Director to discontinue a child’s enrollment. Such a decision would be based on the best interest of that child, the other children in the program and the overall operation of the program to terminate enrollment. All decisions will be discussed with Director and staff one week prior to termination when possible.

I, the parent of _____ have read and agree to the above tuition responsibility, payment schedule and termination agreement which shall become part of my commitment to the program. I fully understand this obligation and the reasons for its implementation.

Parent/Guardian Printed Name: _____ Date: _____

Parent/Guardian Signed Name: _____ Date: _____

**** Students will not be registered until this form is completed. All areas must be acknowledged and signed.**



Child Sign-in/Sign-out Authorization

Please be aware of the importance of consistently and accurately signing your child in and out of Hearn Academy Preparatory Academy. Please always escort your child back to the preschool building and keep them within arms reach at all times. We are licensed by the State of Arizona Department of Health Services Childcare Licensing Department, it is crucial that these requirements be met.

By signing this agreement, you and all authorized persons agree to sign your child in and out of Hearn Prep each day they are in attendance.

Parent/Guardian

Signature _____ Date: _____

Immunization Information

Please provide your child’s most current immunization record provided by their healthcare provider. Information must include the facility name, doctor’s name and telephone number. Please also include a copy of your student’s Birth Certificate.

Photography Release

Photographs and videos will be used for the exclusive purpose of our program and family enrichment. By signing below, you grant your permission for the Husky Club staff to:

(please check all that apply)

Photograph your child

Videotape your child

Post photographs of your child on the school website

Publish photographs in the school yearbook

Please check here if you do not authorize photographs or videotape of your child.

Personal Property Disclaimer

Students may not bring any personal items, such as games, electronics or toys, to Hearn Prep. Any items brought will be confiscated and returned to parent at pickup. We are not responsible for any items lost, broken or stolen items.

By signing below, you understand and agree to the Personal Property Disclaimer, Photography Release, Immunization information and all Sign in/out policy and procedure.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____



Hearn Academy Payment Authorization Form

Hearn Academy will request 2 valid credit cards on file that will be used for Husky Club tuition. The account will have a designated primary card. We will only use the secondary credit card if the first card declines. You will be notified if your card is declined and have 24 hours to make payment arrangements before we charge the second card on file. If both cards are declined, we will notify the account holder, and you will have 3 days to bring the account current and avoid possibly suspension of services. The standard decline and late fees will apply to both cards. Any declined payments will be charged a \$25 decline fee. Late fees will be added to the account if the second attempt to collect payment is declined. Registration will not be completed until all payment agreements have been signed and 2 valid credit cards on file for payment. This agreement must be signed by and credit card holder and account holder if they are different.

I, _____, have read and understand the credit card policy as outlined above.

Account Holder Signature: _____ Date: _____

Credit Card Holder Signature: _____

I (we) hereby authorize Hearn Academy to initiate credit card charges to the referenced credit card accounts. Any changes to the agreement will require a 10 day written notice on file with the Hearn Academy billing office.

Account Holder Signature: _____ Date: _____

Credit Card Holder Signature: _____ Date: _____

Student Name(s): _____



Credit Card Information

Please provide the following information:

Student(s) Name: _____

PRIMARY Credit Card Information:

Card Type: MasterCard VISA Discover Other _____

Cardholder Name: _____ Phone: _____
As Shown on Card

Card Number: _____ Expiration Date: _____
MM/YY

Security Code/CVV: _____ Billing Zip Code: _____ Phone: _____

Billing Address: _____
Street Address City State

SECONDARY Credit Card Information:

Card Type: MasterCard VISA Discover Other _____

Cardholder Name: _____ Phone: _____
As Shown on Card

Card Number: _____ Expiration Date: _____
MM/YY

Security Code/CVV: _____ Billing Zip Code: _____ Phone: _____

Billing Address: _____
Street Address City State

I, _____, authorize Hearn Academy to charge my credit card above for agreed upon charges. I understand that my information will be saved to file for future transactions on my account.

Signature: _____ Date: _____