

# LEARNING TREE PRESCHOOL

"The Flowers of Tomorrow are in the Seeds of Today."

The United Methodist Church, 247 Broad Street, Red Bank, NJ 07701  
(732) 530-5441

## 2019-2020 REGISTRATION FORM

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ M/F: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Bus. Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_ Business Address: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Bus. Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_ Business Address: \_\_\_\_\_

Are there **custody orders** in affect for this child? \_\_\_\_\_

### Medical Information:

Pediatrician Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Allergies: \_\_\_\_\_

Medications: \_\_\_\_\_

### Emergency Contact Information: \*\*\*MUST GIVE TWO NON-PARENT NAMES AND PHONE NUMBERS\*\*\*

Contact #1 Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact #2 Name: \_\_\_\_\_ Phone: \_\_\_\_\_

### Family Information:

Sibling's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ School Attending: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Background & Developmental History:

Are you a member of The United Methodist Church of Red Bank? \_\_\_\_\_ Are you active Military Personnel? \_\_\_\_\_

Where will your child attend kindergarten? \_\_\_\_\_

How did you learn about Learning Tree Preschool? \_\_\_\_\_

Has your child attended a preschool/nursery school before? \_\_\_\_\_ If yes, when and where? \_\_\_\_\_

\_\_\_\_\_

Does your child have any special needs that the Director/Teacher should be aware of? (i.e., physical, emotional, learning, fears)

\_\_\_\_\_

\_\_\_\_\_

**Parent Responsibilities:**

Your child's continued enrollment in this school is solely dependent on your commitment to the following:

- 1. **Financial Obligation** - Monthly tuition payments are due on the 1<sup>st</sup> of the month from September thru May. On the 15<sup>th</sup> of the month a \$20 late fee will be levied to your account for each child with a late payment. Any extenuating circumstances should be brought to the attention of the Director.
- 2. **School Policy Compliance** – Parents/guardians are required to promptly complete and return all state-mandated registration forms and adhere to all policies as stated in the parent handbook.
- 3. **Classroom Participation (Co-oping)** – Parents/guardians who choose the co-oping option are scheduled on a rotating basis as teacher’s aides in the classroom. The number of students enrolled in each class determines the frequency per month. Please note there is a substantial price reduction for co-oping. Parents/guardians who are habitually late or miss 2 days for their co-oping responsibilities will be charged a \$100 fee per instance. Upon 2<sup>nd</sup> co-op miss, the family is subject to the non-coop rate for the remainder of the year.
- 4. **Committee Involvement** – Each parent/guardian is required to complete one committee assignment per child. Parents/guardians should expect to spend approximately four to six hours on their assignment. (See separate sheet for committee descriptions and member responsibilities.) Parents/guardians not fulfilling their committee requirements prior to June 1<sup>st</sup> of the current school year will be subject to a \$100 penalty fee per child for each commitment not met.

**Withdrawal from Learning Tree Preschool:**

- 1. If Learning Tree Preschool decides to terminate a student’s enrollment, or if withdrawal is necessary for the following reasons, there is no financial penalty as long as the child’s account is up-to-date.
  - a. The family's permanent removal from the area.
  - b. Medical reasons as advised by a physician.
  - c. Reasons considered by the Parent Board of Directors to constitute an emergency.
- 2. If a family decides to withdraw from Learning Tree Preschool prior to August 1<sup>st</sup> of the academic school year, one half of the 1st payment will be returned. Withdrawal after August 1<sup>st</sup>, regardless of the child’s first day of school, will result in the full 1st payment being forfeited.
- 3. Parents/guardians must give a minimum of **30 DAYS WRITTEN NOTICE** to the Director indicating their intent and reason for withdrawal. Parents/Guardians are required to pay tuition during this 30-day period. If Learning Tree Preschool files suit to recover tuition monies or penalty fees owed, in the event Learning Tree Preschool prevails, Learning Tree Preschool shall be entitled to costs and attorney fees.

**This Registration Agreement must be signed and returned to the school with your non-refundable \$75.00 registration fee.**

**Checks are made payable to United Methodist Church of Red Bank.**

Name: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature) (Printed Name)

Name: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature) (Printed Name)

# Enrollment Form

Registration requires a **non-refundable \$75.00 fee**. There is an additional **non-refundable registration fee of \$50** for each sibling. Tuition payments are broken down into 10 equal payments. The 1<sup>st</sup> payment is due by June 1<sup>st</sup> along with all state-required forms. The remaining tuition payments are due on the 1<sup>st</sup> day of the months, September - May. Your child's placement will be held conditionally until the 1<sup>st</sup> payment and forms are received. Upon receipt of the 1<sup>st</sup> payment and forms your child's placement is confirmed. Those on the waiting list will be contacted after June 1<sup>st</sup> and informed of any available, unconfirmed spots.

Any family having two or more children enrolled in the school in the same year will be given a 10% discount on the tuition of the student with the lowest priced tuition. Registered church members will be given a 20% discount on the total cost of tuition. Faculty receive a 25% discount. A 25% discount will be given to families with an active duty military status. Families who opt to pay in full by September 15<sup>th</sup> or within 30 days of enrollment will receive a 2% discount on the remaining balance of tuition.

**Please check the class for which you would like to register.**

## Little Seedlings Class (Adult & Child Class)

Applicants must turn 2 years old by October 1<sup>st</sup> of the enrolling year. A minimum of 4 students is required to run a class. Class size is limited to 10-12 students.

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**1-Day Class (Monday) 9:30 – 11:00 AM**

\$850 annual fee. 1st Payment: \$85 / September – May Payments: \$85

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## 2½ Year Old Drop-off Class

Applicants must turn 3 years old between October 1<sup>st</sup> and March 31<sup>st</sup> of the enrolling year. A minimum of 5 students is required to run a class. Class size is limited to 8-12 students.

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**2½ Year Old Drop-off Class (Tuesday/Thursday) 9:15 – 11:15 AM**

\$1690 annual fee. 1st Payment: \$169 / September – May Payments: \$169

## 3 Year Old Class

Applicants must be 3 years old by October 1<sup>st</sup> of the enrolling year. A minimum of 6 students is required to run the class. Class size is limited to 8-16 students. A minimum of 4 students is required to run the enrichment class. Enrichment class size is limited to 12 students.

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### **3-Day Class (Monday/Wednesday/Friday) 9:15 – 11:45 AM**

Co-oping: \$2160 annual fee. 1st Payment: \$216 / September – May Payments: \$216

Non Co-oping: \$3160 annual fee. 1st Payment: \$316 / September – May Payments: \$316

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### **3-Day w/ 1 Day Enrichment (Monday/Wednesday/Friday) 9:15 – 11:45 AM**

#### **Choose enrichment day: (Wednesday or Friday) 11:45 – 1:30 PM**

Co-oping: \$2770 annual fee. 1st Payment: \$277 / September – May Payments: \$277

Non Co-oping: \$3770 annual fee. 1st Payment: \$377 / September – May Payments: \$377

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### **3-Day w/ 2 Day Enrichment (Wednesday & Friday) (Monday/Wednesday/Friday) 9:15 – 1:30 PM**

Co-oping: \$3380 annual fee. 1st Payment: \$338 / September – May Payments: \$338

Non Co-oping: \$4380 annual fee. 1st Payment: \$438 / September – May Payments: \$438

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## Pre-K Class

Applicants must be 4 years old by October 1<sup>st</sup> of the enrolling year. A minimum of 6 students is required to run the class. Class size is limited to 16 students. A minimum of 4 students is required to run the enrichment class. Enrichment class size is limited to 16 students.

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### **4-Day Class (Tuesday – Friday) 9:15 – 11:45 AM**

Co-oping: \$2740 annual fee. 1st Payment: \$274 / September – May Payments: \$274

Non Co-oping: \$3740 annual fee. 1st Payment: \$374 / September – May Payments: \$374

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### **4-Day w/ 2 Day Enrichment (Tuesday – Friday) 9:15 – 11:45 PM**

#### **Choose enrichment days: (T/TH or W/F) 11:45 – 2:00 PM**

Co-oping: \$4240 annual fee. 1st Payment: \$424 / September – May Payments: \$424

Non Co-oping: \$5240 annual fee. 1st Payment: \$524 / September – May Payments: \$524

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### **4-Day w/ 4 Day Enrichment (Tuesday – Friday) 9:15 – 2:00 PM**

Co-oping: \$5750 annual fee. 1st Payment: \$575 / September – May Payments: \$575

Non Co-oping: \$6750 annual fee. 1st Payment: \$675 / September – May Payments: \$675

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### **5-Day Class (Monday – Friday) 9:15 – 11:45 AM**

Co-oping: \$3360 annual fee. 1st Payment: \$336 / September – May Payments: \$336

Non Co-oping: \$4360 annual fee. 1st Payment: \$436 / September – May Payments: \$436

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### **5-Day w/ 2 Day Enrichment (Monday – Friday) 9:15 – 11:45 PM**

#### **Choose enrichment days: (T/TH or W/F) 11:45 – 2:00 PM**

Co-oping: \$4860 annual fee. 1st Installment: \$486 / September – May Payments: \$486

Non Co-oping: \$5860 annual fee. 1st Installment: \$586 / September – May Payments: \$586

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### **5-Day w/ 4 Day Enrichment (Monday – Friday) Enrichment (Tuesday-Friday) 9:15 – 2:00 PM**

Co-oping: \$6370 annual fee. 1st Payment: \$637 / September – May Payments: \$637

Non Co-oping: \$7370 annual fee. 1st Payment: \$737 / September – May Payments: \$737

## Parent Committee Form

The following information is requested to place each parent/guardian on a committee matching his/her choices. Each parent/guardian is required to complete one committee assignment per child. Parents/guardians should expect to spend four to six hours as part of their committee responsibilities. If you do not fulfill your obligation by the end of the school year, you will be charged with a \$100 penalty fee per obligation.

**Child's Name:** \_\_\_\_\_ **Class:** \_\_\_\_\_

**Parents Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**When are you available for committee work?**      Weekdays / Mornings / Evenings / Saturdays

**Would you be willing to be on our Executive Board?**

\_\_\_\_\_ Chair    \_\_\_\_\_ Vice-Chair    \_\_\_\_\_ Secretary    \_\_\_\_\_ Treasurer

**Would you be willing to chair a committee?**

\_\_\_\_\_ Fundraising                  \_\_\_\_\_ Events                  \_\_\_\_\_ Newsletter

\_\_\_\_\_ Class Parent                  \_\_\_\_\_ Public Relations                  \_\_\_\_\_ Snacks

**List in order of committee preference:**

\_\_\_\_\_ Babysitting                  \_\_\_\_\_ Events                  \_\_\_\_\_ Library                  \_\_\_\_\_ Maintenance

# **Committee Descriptions**

## **Babysitting**

As a member of this committee, you will be responsible for assisting in the babysitting room for our monthly board meetings. These meetings are generally held one day during the first week of the month and run from 9:30 to 11:30 AM. You are welcome to bring your own children with you if they are not already in class.

## **Class Parent**

As a class parent, your role is to act as the liaison between parents and the Parent Board. Class parents coordinate the monthly parent co-op schedule, send out weekly/monthly updates about school and classroom events, and coordinate teacher/aide gifts. It is important that the class parent be available to attend monthly Board Meetings, so as to be fully informed on school matters and to report any parental concerns. Babysitting service is provided at each meeting for all children of attendees. You are also required to attend our Open House in January.

## **Events**

As a member of this committee, you will be responsible for assisting with set-up, refreshments, crafts, and clean-up during our events like Santa Lunch, Bunny Breakfast, Movie Madness, Pizza Party, or Graduation.

## **Fundraising**

As the chair of this committee, you will be responsible for helping to organize and distribute catalog sale materials and orders from various companies. You will also be responsible for setting up restaurant, bookstore and other types of fundraisers.

## **Library**

As a member of this committee, your responsibilities include distributing order forms for the Scholastic Book Club and/or assisting at our Book Fair events.

## **Maintenance**

As a member of this committee, you will be responsible for assisting during the school year on various projects like cleaning the classrooms and/or playground clean-up.

## **Newsletter**

As the chair of this committee, you will collect monthly articles from the teachers, Director, and Chairperson which you use to compile the newsletter and email every other month to the Director.

## **Public Relations**

As the chair of this committee, you will promote Learning Tree Preschool throughout the community, on our website and social media sites. Responsibilities include distribution of Learning Tree promotional materials and uploading pictures, calendars, newsletters, etc. to our website and/or social media sites.

## **Snacks**

As the chair of this committee, you will be responsible for shopping for and distributing snack supplies, water and paper products. You are reimbursed for your purchases. You also keep the snack cabinet clean and orderly. Warehouse club membership at Costco or BJ's is necessary.