

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

2020-2021 REGISTRATION FORM

Child's Name: _____ Date of Birth: _____
M/F: _____

Address: _____

Home Phone: _____ E-mail: _____

Parent #1 Name: _____ Cell Phone: _____

Bus. Phone: _____

Occupation: _____ Business Address: _____

Parent #2 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:

<u>Sibling's Name:</u>	<u>Date of Birth:</u>	<u>School Attending:</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Background Information:

Are you a member of The United Methodist Church of Red Bank? _____

Are you active Military Personnel? _____

How did you learn about Learning Tree Preschool? _____

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 dependent on your commitment to the following:

1. **Financial Obligation** - Monthly tuition payments are due on the 1st of the month from September thru May. On the 15th 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 2nd co-op miss, the family is subject to the non-coop rate for the remainder of the year.
4. **Committee Involvement** – Each family is required to complete two committee assignments per child. Parents/guardians not fulfilling their committee requirements prior to June 1st of the current school year will be subject to a \$100 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 Director/Parent Board to constitute an emergency.
2. If a family decides to withdraw from Learning Tree Preschool prior to August 1st of the academic school year, one half of the 1st payment will be returned. Withdrawal after August 1st, 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 or Learning Tree Preschool.

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 1st payment is due by June 1st along with all state-required forms. The remaining tuition payments are due on the 1st day of the month, September - May. Your child's placement will be held conditionally until the 1st payment and forms are received. Upon receipt of the 1st payment and forms, your child's placement is confirmed. Those on the waiting list will be contacted after June 1st 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 15th 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 & 2 Year Old Child Class)

Applicants must turn 2 years old by October 1st of the enrolling year.
Class size is limited to 10-12 students.

1 Day Class on Tuesday 9:30 – 11:00 AM

_____ \$700 annual fee. \$70 each payment.

2½ Year Old Drop-off Class

Applicants must turn 3 years old between October 1st and April 1st of the enrolling year.
Class size is limited to 8-12 students.

2½ Year Old Drop-off Class on Tuesday & Thursday 9:15 – 11:15 AM

_____ \$1780 annual fee. \$178 each payment.

3 Year Old Class

Applicants must be 3 years old by October 1st of the enrolling year.
Class size is limited to 8-16 students. Enrichment class size is limited to 12 students.

3 Day Class Monday/Wednesday/Friday 9:15 – 11:45 AM

_____ Co-oping: \$2270 annual fee. \$227 each payment.

_____ Non Co-oping: \$3270 annual fee. \$327 each payment.

3 Day w/ 1 Day Enrichment on Wednesday 9:15 – 1:30 PM

_____ Co-oping: \$2910 annual fee. \$291 each payment.

_____ Non Co-oping: \$3910 annual fee. \$391 each payment.

3 Day w/ 2 Days Enrichment on Wednesday & Friday 9:15 – 1:30 PM

_____ Co-oping: 3550 annual fee. \$355 each payment.

_____ Non Co-oping: \$4550 annual fee. \$455 each payment.

3 Day w/ 3 Days Enrichment on Monday/Wednesday/Friday 9:15 – 1:30 PM

_____ Co-oping: \$4190 annual fee. \$419 each payment.

_____ Non Co-oping: \$5190 annual fee. \$519 each payment.

Pre-K Class

Applicants must be 4 years old by October 1st of the enrolling year.
Class size is limited to 8-16 students. Enrichment class size is limited to 16 students.

5 Day Class Monday – Friday 9:15 – 11:45 AM

_____ Co-oping: \$3600 annual fee. \$360 each payment.

_____ Non Co-oping: \$4600 annual fee. \$460 each payment.

5 Day with 2 Days Enrichment on Tuesday & Thursday 9:15 – 2:00 PM

_____ Co-oping: \$5200 annual fee. \$520 each payment.

_____ Non Co-oping: \$6200 annual fee. \$620 each payment.

5 Day with 3 Days Enrichment on Monday/Wednesday/Friday 9:15 – 2:00 PM

_____ Co-oping: \$6000 annual fee. \$600 each payment.

_____ Non Co-oping: \$7000 annual fee. \$700 each payment.

5 Day with 5 Days Enrichment on Monday - Friday 9:15 – 2:00 PM

_____ Co-oping: \$7600 annual fee. \$760 each payment.

_____ Non Co-oping: \$8600 annual fee. \$860 each payment.

Parent Committee Form

The following information is requested to place each parent/guardian on a committee matching their choices. Each family is required to complete two committee assignments per child. Committee descriptions are on the following page. If you do not fulfill your obligation by the end of the school year, you will be charged a \$100 fee per obligation.

Child's Name: _____ **Parents Name:** _____

Email: _____ **Cell Phone:** _____

Please check all of the committees that you are interested in.

Would you be willing to be on our Executive Board?

_____ Chair _____ Vice-Chair _____ Secretary _____ Treasurer

Would you be willing to chair one of the following committees?

_____ Events _____ Fundraising _____ Public Relations
_____ Snacks _____ Website

Other Committee Options:

_____ Class Parent _____ Events _____ Maintenance
_____ Playground _____ Scholastic Book Flyers _____ Slideshow

Committee Descriptions

Class Parent

As the 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 updates about school and classroom events, set up sign-up genius for class parties, and coordinate teacher/aide gifts. Class parents are encouraged to attend Board Meetings, so as to be fully informed on school matters and to report any parental concerns.

Events

As a member of this committee, you will be responsible for assisting with set-up, donating refreshments, setting up crafts, decorating, and cleaning up during our events like Santa Lunch, Bunny Breakfast, or Graduation. Most of these events are held on Saturdays.

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 coordinating up our Silent Basket Auction in the spring and setting up restaurant, bookstore and other types of outside fundraisers.

Maintenance

As a member of this committee, you will be responsible for cleaning the classrooms. This committee meets twice during the year on a Friday night in September and January.

Playground

Playground cleanup is completed once a month. It involves pulling any weeds, cleaning up any garbage and raking the entire playground. This can be done any day of the week, including weekends, when the playground is not in use.

Public Relations

As the chair of this committee, you will promote Learning Tree Preschool throughout the community and on our social media sites, Facebook and Instagram. Responsibilities include distribution of Learning Tree promotional materials and uploading pictures to our social media sites.

Scholastic Book Flyers

Scholastic Book flyers are handed out at the beginning of each month. This committee involves putting together the monthly flyers and handing them to the Director for distribution. This committee can be done from home.

Slideshow

As the slideshow volunteer, you will be responsible for taking and collecting photos of your class throughout the year to create a slideshow for their Seedling Revue show or Pre-K Graduation. You can set up a drop box or something similar for parents to send photos to. You will create the slideshow with music and photos of all the children represented as equally as possible.

Snacks

As the chair of this committee, you will be responsible for shopping for snacks, 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.

Website

As the chair of this committee, you will be responsible for updating our website with pictures, events, calendars, etc.