

# LEARNING TREE PRESCHOOL

"All 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: \_\_\_\_\_ Sex: \_\_\_ Male \_\_\_ Female

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 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.

**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 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 1<sup>st</sup> payment will be returned. Withdrawal after August 1<sup>st</sup> will result in the full 1<sup>st</sup> 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 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 month, 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.

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

### **3 Year Old Class**

Applicants must be 3 years old by October 1<sup>st</sup> of the enrolling year.

**4 Day Class Monday/Tuesday/Wednesday/Thursday 9:15 – 11:45 AM**

\_\_\_\_\_ \$2,950 annual fee.      \$295 each payment.

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### **Pre-K Class**

Applicants must be 4 years old by October 1<sup>st</sup> of the enrolling year.

**5 Day Class Monday – Friday 9:00 – 11:30 AM**

\_\_\_\_\_ \$3,625 annual fee.      \$362.50 each payment.

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

\_\_\_\_\_ \$5,450 annual fee.      \$545 each payment.