

# LEARNING TREE PRESCHOOL

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

At The United Methodist Church, 247 Broad Street, Red Bank, NJ 07701

(732) 530-5441

## 2023-2024 REGISTRATION FORM

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

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

Parent/Guardian #1 Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_ E-mail: \_\_\_\_\_

Parent/Guardian #2 Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_ E-mail: \_\_\_\_\_

Primary Contact Cell: \_\_\_\_\_

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

### Medical Information:

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

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

Medications: \_\_\_\_\_ EpiPen: yes or no

### Emergency Contact Information: **\*\*\*PROVIDE 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-duty Military or a Veteran? \_\_\_\_\_

How did you learn about our school? *Circle* Social Media Friend Other: \_\_\_\_\_

Does your child have any special learning needs or fears that the Director/Teacher should be aware of?

\_\_\_\_\_

**Parent Responsibilities:**

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

1. **Financial Obligation** - The 1<sup>st</sup> payment is due by June 1<sup>st</sup> along with all state-required forms. Tuition payments are broken down into 10 equal payments due on the 1<sup>st</sup> of the month from September through 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 return all state-mandated forms (including the Universal Health Record and Immunization Record) and registration forms and adhere to all policies as stated in the parent handbook. You may also find the Universal Health Record at <https://www.state.nj.us/health/forms/ch-14.pdf> If your child has allergies and requires an EpiPen, we will need the Permission to Give Medication Form and the EpiPen before the start of school. See Director for the necessary form.

**Withdrawal from Learning Tree Preschool:**

1. In the rare event that Learning Tree Preschool needs 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.

**Please sign this Registration Agreement and return to the school with your non-refundable \$75.00 registration fee.**

***Checks are made payable to 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 through May. Your child's placement will be held conditionally until the 1<sup>st</sup> payment is received. Upon receipt of the 1<sup>st</sup> payment and forms, your child's placement is confirmed.

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 and families with an active-duty military or veteran will be given a 20% discount on the total cost of tuition. Faculty receive a 25% discount.

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

Check \_\_\_\_\_ \$75.00 Registration Fee

**2 ½ Year Old Class** (*Applicants must turn 3 years old between October 1<sup>st</sup> and March 31<sup>st</sup> of the enrolling year.*)

**1 Day Class** **Friday 9:15 – 11:45 AM**

\_\_\_\_\_ \$1000 annual fee.      \$100 each payment.

**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 9:00 – 12:00 PM**

\_\_\_\_\_ \$3,850 annual fee.      \$385 each payment.

**4 Day Class plus 2 days of Enrichment** **Tuesday/Thursday 9:00 – 1:30 PM**

\_\_\_\_\_ \$5,770 annual fee.      \$578 each payment.

**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 – 12:00 PM**

\_\_\_\_\_ \$ 4,800 annual fee.      \$480 each payment.

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

\_\_\_\_\_ \$6,750 annual fee.      \$675 each payment.

**5 Day plus 3 Days Enrichment** **Tuesday, Wednesday & Thursday 9:00 – 2:00 PM**

\_\_\_\_\_ \$7,700 annual fee.      \$770 each payment.