

LEARNING TREE PRESCHOOL

At The United Methodist Church, 247 Broad Street, Red Bank, NJ 07701, (732) 530-5441, www.learningtreepreschoolredbank.com

2024-2025 REGISTRATION FORM

Child's Name: _____ Date of Birth: _____

Address: _____ Town _____ Zip _____

Parent/Guardian #1 Name: _____ Cell Phone: _____

Occupation: _____ E-mail: _____

Parent/Guardian #2 Name: _____ Cell Phone: _____

Occupation: _____ E-mail: _____

Primary Contact Cell: _____ Primary Email: _____

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:

Sibling's Name: _____ Date of Birth: _____ School Attending: _____

_____	_____	_____
_____	_____	_____
_____	_____	_____

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 1st payment and state-required forms are due by June 1. Tuition payments are broken down into 10 equal payments due on the 1st of the month from September through 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. If you sign up after June 1, 1st payment is due at registration.

Payment Schedule:

Payment: Registration Fee	1 st Installment	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th
Due: at registration	June 1 st	2-Sept, 3-Oct, 4-Nov, 5-Dec, 6-Jan, 7-Feb, 8-Mar, 9-Apr, 10-May								

- 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 the 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 1st of the academic school year, one half of the 1st payment will be returned. Withdrawal after August 1st 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.

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 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 through May. Your child's placement will be held conditionally until the 1st payment is received. Upon receipt of the 1st payment and forms, your child's placement is confirmed. If you sign up after June 1st, the first payment is due when you register.

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.

2 ½ Year Old Class *(Children must turn 3 during between October 1st & March 31 of the enrolling year to be eligible.)*

2 Day Class	Tuesday/Thursday 9:00 – 11:30 AM
_____ \$2,150 annual fee	<i>\$215 each payment</i>

3 Year Old Class *(Applicants must be 3 years old by October 1st of the enrolling year.)*

3 Day Class	Monday/Wednesday/Friday 9:00 – 12:00 PM
_____ \$3,060 annual fee	<i>\$306 each payment</i>

3 Day Class plus 1 day of Enrichment	Monday & Friday 9:00 – 12:00 PM + Wednesday 9:00 – 1:30 PM
_____ \$4,080 annual fee	<i>\$408 each payment</i>

3 Day Class plus 2 day of Enrichment

Check if you are interested, more information to follow if there is enough interest

Pre-K Class *(Applicants must be 4 years old by October 1st of the enrolling year.)*

5 Day Class	Monday – Friday 9:00 – 12:00 PM
_____ \$ 5,100 annual fee	<i>\$510 each payment</i>

5 Day plus 2 Days Enrichment	Tuesday & Thursday 9:00 – 2:00 PM
_____ \$7,160 annual fee	<i>\$716 each payment</i>

5 Day plus 3 Days Enrichment	Tuesday, Wednesday & Thursday 9:00 – 2:00 PM
_____ \$8,160 annual fee	<i>\$816 each payment</i>

Check # _____ \$75.00 Registration Fee

Check # _____ First Installment due 6/1

