



# Tree of Life Christian Preschool

819 E. Silver Spring Dr.

964-8733  
treeoflifepreschool.org

Whitefish Bay, WI 53217

January 2019

Dear Parents,

Tree of Life Christian Preschool registration for the 2019-2020 school year will begin shortly! **Children must be 2 years old by 9/1/19 to be enrolled in the Toddler program and 3 years old by 9/1/19 to be enrolled in the Preschool program.**

Tree of Life runs on a parent-cooperative concept governed by a volunteer Parent Board of Directors. Parents or family members are required to participate as a parent helper in the classroom on a rotating basis as well as choose one option from our Helping Hands activities.

Please note that enrollment in Tree of Life Christian Preschool is a full school year commitment. Tuition is broken into two payments for better budgeting, not for single semester attendance.

You are eligible for priority registration if one of the following conditions is met:

- Your child is currently enrolled in Tree of Life or Carpenter's Shop
- You are a member of the United Methodist Church of Whitefish Bay
- You have previously enrolled a child in Tree of Life
- You are a Tree of Life alumnus.

**All priority registration forms must be sent by mail and postmarked NO EARLIER than January 8<sup>th</sup> for determination of class placement pursuant to the enclosed Enrollment Procedure.**

All other registrants are part of a community registration, which begins Tuesday, January 15<sup>th</sup>. **All community registration forms must be sent by mail and postmarked NO EARLIER than January 15<sup>th</sup>.**

Class placements will be determined by a lottery drawing. All registrants will be notified of their status by February 1.

No forms can be accepted in person at the school or church office until after Monday, January 28<sup>th</sup>.

If you wish to enroll your child, please **complete and mail** the enclosed Registration Form along with a \$50.00 nonrefundable registration fee made payable to **TREE OF LIFE** to the following address:

**Nicole Major-Registration Chair  
Tree of Life Christian Preschool  
819 E. Silver Spring Drive  
Whitefish Bay, WI 53217**

Please carefully review the enclosed Enrollment Procedure. **If you have any questions, please attend our school's Open House which will be held on Saturday, January 5<sup>th</sup> and Monday, January 7<sup>th</sup> from 9:30-11:00am** or email me at nicoleannemajor@gmail.com. Thank you for your interest in Tree of Life Christian Preschool!

Sincerely,  
Nicole Major

**TREE OF LIFE CHRISTIAN PRESCHOOL**

**REGISTRATION FORM**

**Children must be 2 years old by 9/1/19 to be enrolled in the Toddler program and 3 years old by 9/1/19 to be enrolled in the Preschool program.**

Name of Child \_\_\_\_\_ Preferred Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Sex M \_\_\_\_\_ F \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

City/State \_\_\_\_\_ Zip Code \_\_\_\_\_ EMAIL \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Is this child a currently-enrolled student at Tree of Life or Carpenter's Shop? \_\_\_\_\_

Are you a member of the United Methodist Church of Whitefish Bay? \_\_\_\_\_

Are you an alumnus of Tree of Life? \_\_\_\_\_

Has a sibling of this child attended Tree of Life? \_\_\_\_\_ Sibling's name & year of attendance \_\_\_\_\_

How did you learn about our school? \_\_\_\_\_

**\*PROGRAM (Indicate first and second choice)**

**\*TUITION SCHEDULE PER YEAR**

**Toddlers** M W F 8:45-11:30 a.m. \_\_\_\_\_  
T Th 8:45-11:30 a.m. \_\_\_\_\_

Toddler 3 day \$1960  
Toddler 2 day \$1380

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**Preschool** M W F 8:45-11:30 a.m. \_\_\_\_\_  
T Th 8:45-11:30 a.m. \_\_\_\_\_

Preschool 3 day \$1960  
Preschool 2 day \$1380

• With your enrollment at Tree of Life, please know that this program is based on a FULL SCHOOL YEAR of attendance (Sept-May/June) with two payments for your budgeting convenience, not for single semester attendance.

• A \$50.00 application fee must be attached to this form. Children currently enrolled in Tree of Life are not assessed this fee.

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE SEE ENROLLMENT PROCEDURES FOR REFUND POLICY**



**For school use only**

Class \_\_\_\_\_ Enrollment Date \_\_\_\_\_ 1<sup>st</sup> payment \_\_\_\_\_

Registration fee \_\_\_\_\_ Tuition deposit \_\_\_\_\_ 2<sup>nd</sup> payment \_\_\_\_\_

# ENROLLMENT PROCEDURE

**Children must be 2 years old by 9/1/19 to be enrolled in the Toddler program and 3 years old by 9/1/19 to be enrolled in the Preschool program.**

1. First priority registration is given to currently enrolled Tree of Life students and their siblings. Second priority registration is given to the United Methodist Church of Whitefish Bay church members, families currently enrolled in Carpenter's Shop, siblings of previously enrolled Tree of Life students and Tree of Life alumni. The enclosed registration form must be mailed to the Registration Chair and postmarked no earlier than January 8<sup>th</sup> in order to be included in a random drawing for class placement in accordance with Tree of Life procedure for priority registration. Individuals not receiving their first preference will be notified after the drawing.

Community registration begins Tuesday, January 15<sup>th</sup>. All community registration forms must be sent through the mail and postmarked no earlier than January 15<sup>th</sup>.

2. First tuition payment is due May 1<sup>st</sup>. Second payment is due October 1<sup>st</sup>. **You may pay in full any time prior to October 1<sup>st</sup>.** Tree of Life enrollment is based on a FULL SCHOOL YEAR commitment, not single semester attendance. (Tuition is broken into two payments for better budgeting, not for single semester attendance.) A \$25 late fee will be added to any first tuition payment not received by May 1<sup>st</sup>. A \$25 late fee will be added to any second tuition payment not received by October 1<sup>st</sup>.
3. Children currently enrolled in Tree of Life are not assessed the \$50.00 application fee.
4. Tree of Life Christian Preschool runs on a parent-cooperative concept governed by a volunteer Parent Board of Directors. Parents or family members are required to participate as a parent helper in the classroom on a rotating basis as well as choosing one of the Helping Hands activities.
5. Tree of Life reserves the right to cancel a class if the minimum number of students required to run a class is not achieved. In this case, all monies, with the exception of the registration fee, will be refunded and efforts will be made to place your child in another class.

## 6. Tuition and Refund Policy (Revised 2014)

### A. Tuition Policy

- \$200 nonrefundable tuition deposit due February 10<sup>th</sup>. If the \$200 deposit is not received by February 10<sup>th</sup>, the spot will no longer be held and will go to the next person on the waitlist.
- First payment is due May 1<sup>st</sup> (3day=\$980/ 2 day=\$690).
- Second payment is due October 1<sup>st</sup> (3 day=\$780/ 2 day=\$490).
- Payment in full will be accepted any time prior to October 1<sup>st</sup> (3day=\$1960 / 2day=\$1380).
- A \$25 late fee will be added to any payment not received by the deadline.

### B. Refund Policy

1. Withdrawal prior to the start of school
  - If the spot has been filled before the start of school, a complete refund will be given.
  - If the spot has not been filled before the start of school, the tuition will be pro-rated from the time the position becomes filled.
2. Withdrawal after the start of school
  - Tuition will be pro-rated from the time the position is filled. - **If the spot is not filled, no refund will be given.**
3. Please note that per Tree of Life policies, a "spot" is only considered filled once the class enrollment has reached full capacity. No refunds will be given unless or until the class from which a student is withdrawing has reached full capacity.

**A withdrawal from Tree of Life Christian Preschool does not relieve a family of the duties of tuition and participation unless the child's spot has been filled.**