



Tree of Life Christian Preschool

819 E. Silver Spring Dr.

414-964-8733

Whitefish Bay, WI 53217

treeoflifepreschool.org

January 2022

Dear Parents,

Tree of Life Christian Preschool registration for the 2022-2023 school year will begin shortly! **Children must be 2 years old by 9/1/22 to be enrolled in the Toddler program and 3 years old by 9/1/22 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:

- You have previously enrolled a child in Tree of Life
- 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 are a Tree of Life alumnus.

Priority registration forms will be accepted beginning Friday January 7, 2022. This includes currently-enrolled families as well as families of children who have had a sibling enrolled in the past and members of UMCWFB.

All other registrants are part of a community registration, which begins **Saturday, January 15th at our Open House from 9:30-11:00am.**

Class placements will be determined on a first-come, first-served basis, including by a lottery drawing. All registrants will be notified of their status on or before February 1st via the email address provided.

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

**Caitlin Forciea-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 15th from 9:30-11:00am** or email me at cquinlevan@gmail.com. Thank you for your interest in Tree of Life Christian Preschool!

Sincerely,
Caitlin Forciea

TREE OF LIFE CHRISTIAN PRESCHOOL
REGISTRATION FORM

Children must be 2 years old by 9/1/22 to be enrolled in the Toddler program and 3 years old by 9/1/22 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, second, and (preschool only) third choice)**

***TUITION PER YEAR**

Toddlers	M W F	8:45-11:30 a.m. _____	Toddler	3 day	\$2250
	T Th	8:45-11:30 a.m. _____	Toddler	2 day	\$1650
* * *	* * *	* * *	* * *	* * *	* * *
Preschool	M T W Th F	8:45-11:30 a.m. _____	Preschool	5 day	\$3800
	M W F	8:45-11:30 a.m. _____	Preschool	3 day	\$2200
	T Th	8:45-11:30 a.m. _____	Preschool	2 day	\$1600

• 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 _____

For school use only

Class _____ Enrollment Date _____ 1st payment _____

Registration fee _____ Tuition deposit _____ 2nd payment _____

ENROLLMENT PROCEDURE

Children must be 2 years old before 9/1/22 to be enrolled in the Toddler program and 3 years old before 9/1/22 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 dropped off or mailed to the Registration Chair starting on January 7th 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 Saturday, January 15th at our Open House from 9:30-11:00am. If unable to attend the Open House, families are welcome to bring their forms and registration fee to the preschool anytime thereafter or mail their forms and payment to Tree of Life.

2. First tuition payment is due May 1st. Second payment is due October 1st. **You may pay in full any time prior to October 1st.** 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 1st. A \$25 late fee will be added to any second tuition payment not received by October 1st.
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

- 2 day and 3 day Toddler and Preschool programs: \$200 **nonrefundable** tuition deposit due February 10th. If the \$200 deposit is not received by February 10th, the spot will no longer be held and will go to the next person on the waitlist.
- 5 day Preschool program: \$400 **nonrefundable** tuition deposit due February 10th. If the \$400 deposit is not received by February 10th, the spot will no longer be held and will go to the next person on the waitlist.
- First payment is due May 1st (Toddler: 3day=\$1125/2 day=\$825; Preschool: 5day=\$1900 /3day=\$1100 /2day=\$800).
- Second payment is due October 1st (Toddler: 3 day=\$925/ 2 day=\$625; Preschool: 5day=\$1500 /3day=\$900/2day=\$600).
- Payment in full will be accepted any time prior to October 1st
- 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 prorated from the time the position becomes filled.
2. Withdrawal after the start of school

- Tuition will be prorated 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.