



Tree of Life *Christian Preschool*

819 E. Silver Spring Dr.
Cindy- claroque@umcwfb.org

964-8733

Whitefish Bay, WI 53217

January 2010

Dear Parents,

Registration for Tree of Life Christian Preschool for the 2010 – 2011 school year will begin shortly. **Children must be 2 years old by 9/1/10 to be enrolled in the Toddler program and 3 years old by 9/1/10 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 choosing one option from the Helping Hands options.

If your child is currently enrolled in Tree of Life, if you are a member of the United Methodist Church of Whitefish Bay or if you have previously enrolled a child in Tree of Life, you are eligible for priority registration. Priority registrants must mail the enclosed Registration Form so that it is received by me on or before January 15th for determination of class placement pursuant to the enclosed Enrollment Procedure.

All other registrants not mentioned above are part of a community registration. Community registration begins January 22nd. All community registration forms must be sent by mail and postmarked **NO EARLIER** than January 22nd. Class placement will be made by a lottery drawing. Community registrants will be notified of their status by February 1, 2010.

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

Katie Glaisner
4948 N. Marlborough
Whitefish Bay, WI 53217

Children currently enrolled in Tree of Life program are not required to submit the \$50.00 registration fee.

Please carefully review the enclosed Enrollment Procedure. If you have any questions, please attend our school's open house that will be held January 13 & 14 from 9:30-11:00 am, call me at 414-810-1125, or email me at katievogt@hotmail.com. Thank you for your interest in Tree of Life Christian Preschool.

Sincerely,
Katie Glaisner
Registration Chair

TREE OF LIFE CHRISTIAN PRESCHOOL
REGISTRATION FORM

School year – 2010

**Children must be 2 years old by 9/1/10 to be enrolled in the Toddler program and
3 years old by 9/1/10 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 _____

Name of Parent(s) (Mother) _____
(Or Guardians) Address _____
Home Phone _____ Work Phone _____
(Father) _____
Address _____
Home Phone _____ Work Phone _____

Is this child a currently enrolled student? _____
Are you a member of the United Methodist Church of Whitefish Bay? _____
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	9:00-11:30 a.m. _____	Toddler	3 day	\$1260
	TTh	9:00-11:30 a.m. _____	Toddler	2 day	\$880
Preschool	M W F	9:00-11:30 a.m. _____	Preschool	3 day	\$1260
	TTh	9:00-11:30 a.m. _____	Preschool	2 day	\$880
	M W Th	12:30-3:00 p.m. _____	Preschool	3 day	\$1260

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

_____ Date _____
Parent signature

PLEASE SEE ENROLLMENT PROCEDURES FOR REFUND POLICY

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For school use only

Class _____ Date _____ 1st semester tuition _____
Registration fee _____ Tuition deposit _____ 2nd semester tuition _____

ENROLLMENT PROCEDURE

1. **Children must be 2 years old by 9/1/10 to be enrolled in the Toddler program and 3 years old by 9/1/10 to be enrolled in the Preschool program.**
2. 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 and siblings of previously enrolled Tree of Life students. The enclosed registration form must be mailed to the Registration Chair and received on or before January 15th 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 by phone after the drawing.
3. Community registration begins January 22nd. All community registration forms must be sent through the mail and postmarked no earlier than January 22nd. After January 15th, 2010, registration forms will be placed into a lottery drawing to take place on January 22nd.
4. First semester tuition is due May 1st. Second semester tuition is due October 1st. You may pay in full anytime prior to October 1st.
5. Children currently enrolled in Tree of Life are not assessed the \$50.00 application fee.
6. 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 options.
7. 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.
8. **Tuition and Refund Policy (Revised 2006)**
 - A. Tuition Policy
 - First semester payment is due May 1st
 - Second semester payment is due October 1st
 - Payment in full will be accepted anytime prior to October 1st
 - 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 is filled
 2. Withdrawal after the start of school
 - Tuition will be pro-rated from the time the position is filled
 - If the position is not filled, no refund will be given.

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.