



Tree of Life *Christian Preschool*

819 E. Silver Spring Dr.
Christy West cwest@umcwfb.org

964-8733

Whitefish Bay, WI 53217

January 2012

Dear Parents,

Registration for Tree of Life Christian Preschool for the 2012– 2013 school year will begin shortly. **Children must be 2 years old by 9/1/12 to be enrolled in the Toddler program and 3 years old by 9/1/12 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 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 payment installments 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.

Priority registrants must mail the enclosed Registration Form so that it is received by me on or before January 13th for determination of class placement pursuant to the enclosed Enrollment Procedure.

All other registrants are part of a community registration, which begins January 20th. All community registration forms must be sent by mail and postmarked **NO EARLIER** than January 20th. Class placement will be made by a lottery drawing. Community registrants will be notified of their status by February 1, 2011.

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.Marlbrough Dr.
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 which will be held Sat., Jan. 7th & Tues., Jan. 10th from 9:30-11:00 am or call me at 414-810-1125. Thank you for your interest in Tree of Life Christian Preschool.

Sincerely,
Katie Glaisner
Registration Chair

TREE OF LIFE CHRISTIAN PRESCHOOL
REGISTRATION FORM

2012-2013

**Children must be 2 years old by 9/1/12 to be enrolled in the Toddler program and
3 years old by 9/1/12 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) (Or Guardians) (Mother) _____
Address _____
Home Phone _____ Work Phone _____
(Father) _____
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	9:00-11:30 a.m. _____	Toddler	3 day	\$1360
	TTh	9:00-11:30 a.m. _____	Toddler	2 day	\$980
	TTh	12:30-2:30 p.m. _____	Toddler	2 day	\$800
Preschool	M W F	9:00-11:30 a.m. _____	Preschool	3 day	\$1360
	TTh	9:00-11:30 a.m. _____	Preschool	2 day	\$980
	M T Th	12:30-3:00 p.m. _____	Preschool	3 day	\$1360

With your enrollment at Tree of Life, please know that this program is based on a FULL SCHOOL YEAR (Sept-May) of attendance with two payment installments 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 _____	Date _____	1 st installment _____
Registration fee _____	Tuition deposit _____	2 nd installment _____

ENROLLMENT PROCEDURE

1. **Children must be 2 years old by 9/1/12 to be enrolled in the Toddler program and 3 years old by 9/1/12 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, 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 received on or before January 13th 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.

Community registration begins January 20th. All community registration forms must be sent through the mail and postmarked no earlier than January 20th.

3. First tuition installment is due May 1st. Second installment is due October 1st. You may pay in full anytime prior to October 1st. Tree of Life enrollment is based on a FULL SCHOOL YEAR commitment, not single semester attendance.
4. Children currently enrolled in Tree of Life are not assessed the \$50.00 application fee.
5. 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.
6. 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.

7. **Tuition and Refund Policy (Revised 2010)**

A. Tuition Policy

- First installment payment is due May 1st
- Second installment 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.