



# Tree of Life Preschool

At Congregation Kol Shalom

2015/16 and 2016/17

## Registration Information

**Enrollment:** Enrollment is for the duration of the program: roughly, September through early June (see yearly calendar for specific dates). Children must be three years old and be toilet-proficient by the first day of school. No exceptions or adjustment to tuition will be made unless the student is admitted after school begins. In this case, a prorated tuition will be applied.

**New Students and Siblings:** To enroll, fill out an application form and submit it with the application fee. If space is available, we will send an enrollment packet with an enrollment contract. Within two weeks you must sign and return the contract and non-refundable down payment of 10% of the annual tuition. If we do not receive the signed enrollment contract within two weeks, we will offer the slot to another student. Placement is first come, first served. If you enroll siblings in Tree of Life Preschool, we will apply a \$200 discount to each additional sibling's tuition fee.

**Priority Enrollment:** Current students and families with siblings returning to Tree of Life Preschool receive priority enrollment in January. Members of Kol Shalom Congregation with a new application will also have priority placement after returning families have made their commitments. Applications and contracts are processed in the order they are received.

**Wait List:** We do our best to place your child in the time slot you indicate. If we are unable to do so, we will contact you to offer alternate openings. If we are still unable to enroll your child, we will place him or her on a wait list. If an opening arises, we will notify you.

**Confirmation:** Once the enrollment contract is returned, you'll receive a confirmation email. A welcome packet with additional information will be sent prior to the first day of class.

**Payment:** Each family is responsible for tuition regardless of their child's attendance. Tuition for our calendar year (September 1 - June 10) can be paid annually, quarterly, or monthly. Please note that you are billed on the first day of each month. This payment is automatically applied to your credit card unless you have indicated you wish to pay by check. All billing questions can be directed to Allison Charapp, our director.

**NOTE:** *There is no reduction in tuition for missed days or for days classes are closed or canceled. There are no make-up classes.*

# Tree of Life Preschool at Kol Shalom

APPLICATION FORM FOR 2016-17/5776-77

date received:

Child's Name

Child's Age/DOB

Gender

Program Choice	Class Time	Yearly Tuition + Membership	Yearly Tuition Non-Members
__ Monday, Wednesday, Friday	9:00a.m. – 12:00p.m.	\$3800	\$3500
__ Monday through Friday	9:00a.m. – 12:00p.m.	\$5800	\$5500
__ Monday through Friday	9:00a.m. – 2:30p.m.	\$7500	\$7200

Please note: Our doors open at 8:30a.m. for all students to arrive, allowing arrival to have its own transition. Dismissal for full-day students extends to 3:00p.m.

\* When you join Kol Shalom and register your child at Tree of Life, your savings is in your Kol Shalom Family membership. See membership form for actual savings.

## Please Tell Us About Your Family

Parents/Guardians

Full Address

Home Phone

Other Phone Numbers (Please Specify)

Email Address(es)

Employer(s)/Occupation(s)

## Enrollment Procedures

Please return this Application Form and \$100 application fee to Tree of Life Preschool at Congregation Kol Shalom by post or in person. Applications will be reviewed the order they are received; incomplete applications will not be considered. You will receive an Enrollment Contract if spaces are still available. You must submit the Enrollment Contract with your non-refundable 10% tuition down payment to secure a place in our program.

Enrollment is open now. For more information contact the director, Allison Charapp at [allison@kolshalomannapolis.org](mailto:allison@kolshalomannapolis.org).

## Payment Details

Amount

Signature

Date

Cash  Check  Visa  Mastercard

Credit Card Number

Expiration Date