



Apple Tree Christian Preschool & Kindergarten

Instructions for 2022/2023 Registration

ALUMNI/BROOMFIELD UMC MEMBERS/COMMUNITY

- Please fill out the 2022/23 registration forms, either by hard copy or online PDF
- Online PDFs can be found at <https://broomfieldumc.org/apple-tree/registration>
- If using the online PDF, please email to sara.godwin@broomfieldumc.org and put "registration" in the subject line of your email
- Forms can be dropped off at the school office or mailed to Apple Tree 545 W. 10th Ave Broomfield, CO 80020
- Please turn in your registration form and Family and Developmental History by January 21, 2022. Any registrations received after January 21 will be considered on a first come first served basis
- Please fill out one form for each child being registered
- Pay the registration fees by visiting this link: <https://giving.ncsservices.org/app/giving/broomfieldumc> choose "Apple Tree" under *Fund*, choose "Tuition" under *Sub-Fund*, or include a check with your registration paperwork. Checks should be made out to Broomfield UMC
- Registration fees include one month's tuition plus \$60 for one child or \$80 for two or more children
- If registering more than one child, please deduct 10% from the younger child's tuition. There is a 10% discount on second and subsequent students.
- Registration fees, which include the one month's tuition, are **NON-REFUNDABLE** once your child is placed in a program
- If your child is not placed in a program, your registration fees will be reimbursed
- You must sign and initial the registration form, stating that you understand that registration fees are non-refundable. A registration form is not considered complete without these
- You do not need to choose Early Drop Off or Enrichment days at this time. This is just to show you an average monthly cost for these options. Registration for those programs will be open to families via your Camp Doc account in July 2022
- All families will be enrolled in the online platform, Camp Doc once they are placed in a program. Camp Doc is used to track paperwork, payments, and registrations
- On January 24, all registration forms will be assigned a random lottery number and then placed in the programs
- Siblings will be given the same lottery number

- Families will be informed of their placement no later than January 25
- If a placement cannot be made in your first program choice, your child will be placed in your second choice and waitlisted for your first choice and your registration payment will be processed
- If you do not make a second choice, your child will be waitlisted, and you will not be charged a registration fee until your child is placed
- The one-month's tuition paid at time of registration will be applied to December 2022 tuition

Class Descriptions

Apple Tree Christian Preschool and Kindergarten serves children ranging in age from 2 ½ years old to 6. Entrance into a specific class is dependent upon the child's age by September 30 of that school year except for Toddlers. Toddlers must meet the age requirement as of September 1. For example, to enter the 3-yearold class, a child must be 3 by September 30.

Toddlers - The Toddler class is a first preschool experience for children 2 ½ to 3 years of age. A child must be 2 ½ by September 1 to register for this class. This class is offered two days per week on Tuesdays and Thursdays from 9am - 1pm. There will be 6 children per class. The class focus is socialization and development of autonomy. Children will be introduced to teacher-directed activities. The emphasis is on learning through play.

Threes - Three-year olds may attend a beginning preschool class which meets twice per week on Tuesdays and Thursdays or three times per week on Mondays, Wednesdays, and Fridays from 9am - 1pm. There will be 8 children per class. The class focus is on socialization, fostering independence and development of autonomy. Children will be introduced to preschool curriculum through simple learning centers and some teacher directed activities.

Pre-K - Four-year-olds may attend the Pre-Kindergarten class which meets from 9am - 1pm 3 days per week on Monday, Wednesday and Friday, 4 days per week on Monday thru Thursday, or 5 days per week. There will be 12 children per class. There is a higher academic emphasis and a focus on preparation for Kindergarten. Pre-reading skills, sound-letter associations and small muscle activities will prepare children to read and write. There will be more opportunities for self-directed learning and extended dramatic play. There will also be an emphasis on self-help skills and independence.

Junior Kindergarten/Kindergarten - Jr. K/Kindergarten will emphasize more academics than the Pre-K programs do, through targeted activities that would work on fine motor skills, phonemic awareness, reading skills, and math. Unlike a typical Kindergarten program, there will still be centers of play available with dedicated free choice time that will allow the children to continue working on their social emotional skills. Children in this program will be ready to go on to Kindergarten or first grade, depending on parental wishes and the developmental readiness of the student. There will be 14 children enrolled in the program.

Extended Day Options - These programs are subject to COVID regulations and can only run if maintaining classroom cohorts is not a concern. Pre-Registration is not required, and sign-ups and placement will begin in July 2022.

Early Drop-Off - If you need to drop your child off before the 9am start time, we offer an early drop-off from 8 - 9am. You are welcome to bring your child's breakfast for he/she to enjoy. Please note equipment to reheat breakfast is not available. There is a fee for this program. There is a maximum of 10 children per day.

Enrichment - Enrichment at Apple Tree is a time for children to set their imaginations free. At 1pm, children will go to a designated enrichment classroom to have a 30-minute quiet time followed by such activities as cooking, science experiments, creative projects, music, and drama. Enrichment is available for children aged three years and older. Children are welcome to attend any day of the week, multiple days per week or everyday per week. Enrichment runs from 1- 3:30pm. There is a fee for this program. There is a maximum of 12 children per day.

Parents Day Out (PDO) - This class is offered on Tuesdays, Thursdays, and Fridays from 9am - 1pm. This class is a flexible drop-in program that provides a preschool setting for families who may not wish to commit to an entire school year or for parents who wish to add an additional day to their child's preschool week. With flexible scheduling options, parents can take advantage of offering their child an opportunity to interact with other children and develop important social/emotional and academic skills without the commitment or costs of a year-long school schedule. Parents Day Out is available to children aged 2.5 years and older. Children do not need to be enrolled in another Apple Tree program to attend. There is a maximum of 10 children per day.