



# Apple Tree Christian Preschool & Kindergarten

## Instructions for 2023-2024 Registration

### ALUMNI/BROOMFIELD UMC MEMBERS/COMMUNITY

- Please fill out the 2023-24 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 download the form, complete and save, then email to [sara.godwin@broomfieldumc.org](mailto: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 10<sup>th</sup> Ave Broomfield, CO 80020
- Please turn in your registration form and Family and Developmental History by January 20, 2023. Any registrations received after January 20 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: [bit.ly/BroomfieldGiving](https://bit.ly/BroomfieldGiving) choose "Apple Tree" under *Fund*, choose "23/24 Registration" 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 \$70 for one child or \$90 for two or more children for those registering for Toddlers, Threes or Kindergarten programs.
  - PLEASE NOTE: For children registering for Pre K, defined as the year before student is eligible for Kindergarten AND 4 years old on or before 10/1
    - Due to the Universal Preschool Program (UPK) funding Pre K classes, parents are responsible for a reservation fee of \$200 at the time of registration plus the registration fee.
    - The reservation fee is non-refundable once the child is placed in a class. It is not refundable if the parent withdraws child from class.
    - The reservation fee will be applied to tuition not covered by UPK and/or supply fees/field trips.
- 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
- Siblings will be given the same lottery number
- Families will be informed of their placement no later than January 25

- The one-month's tuition paid at time of registration will be applied to December 2023 tuition
  - For Pre K, as mentioned above, the reservation fee will be applied to tuition not covered by UPK and/or supply fees/field trips.
- If a placement cannot be made in your first program choice, your child will be placed in your second choice and wait-listed for your first choice and your registration payment will be processed
- If you do not make a second choice, your child will be wait-listed, and you will not be charged a registration fee until your child is placed

## **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 or Monday and Wednesday 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 Tuesday - Friday, 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/Half-Day Kindergarten** - Jr. K/**Half-Day Kindergarten** will emphasize more academics than the Pre-K programs do, through targeted activities that would work 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 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** - Pre-Registration is not required, and sign-ups and placement will begin midsummer 2023.

**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 **Mondays, 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 3 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.