



2024 - 2025 REGISTRATION PROCESS

We enroll families in four rounds:

- **Round 1: Current families** - families with a student currently enrolled in the 2023/2024 school year. Registration begins December 18, 2023, and ends January 12, 2024. Placement notification will be on January 16, 2024.
- **Round 2: Alumni families** - families who have previously had a child enrolled at Apple Tree. Registration begins January 10, 2024, and ends January 26, 2024. Placement notification will be on January 29, 2024.
- **Round 3: Broomfield UMC families** - families who attend church at Broomfield UMC. Registration begins January 10, 2024, and ends January 26, 2024. Placement notification will be on January 29, 2024.
- **Round 4: Community families** - families who have never had a child enrolled at Apple Tree and do not attend Broomfield UMC. Registration begins January 10, 2024, and ends January 26, 2024. Placement notification will be on January 29, 2024.

Parents' Responsibilities

- All families (including families who are re-enrolling their child) must fill out a registration form.
- A registration form is required for each child being enrolled.
- A *registration* fee of \$70 for one child or \$90 for multiple children in a family plus one month's tuition *reservation* fee will be charged to students enrolling in Toddlers, 3s, and Kindergarten. The one month's tuition *reservation* fee will be applied towards the student's December tuition. All registration and reservation fees are **non-refundable** upon a child's placement in the program.
- A *reservation* fee of \$200 is required for all PreK students plus a \$70 *registration* fee. All monthly tuition is paid for by UPK during the school year. All registration and reservation fees are **non-refundable** upon a child's placement in the program.
- Registration and reservation fees will be charged upon placement to the family's Kangaroo Time account. An account will be created in Kangaroo Time for all families who are new to Apple Tree.
- A copy of child's birth certificate (if child is new to the school) must be submitted to verify child's age.
- All registration forms must be initialed and signed stating that they understand and agree with the registration process. Incomplete forms will be returned.
- Apple Tree cannot guarantee which classes teachers will teach from year to year.
- If registering multiple children, forms should be returned stapled together or emailed together so that they can be considered together when placing children in classes.
- Registration forms can be dropped off at the school office, electronically submitted to sara.godwin@broomfieldumc.org, or mailed to the school at 545 W 10th Ave, Broomfield, CO 80020.

- All forms must be received by January 12, 2024, for Round 1 and January 26, 2024, for rounds 2-4 to be included in the lottery process. Forms received after the deadline will be treated on a first come first served basis.

Registration Process

- Parents may confer with teachers about general class offerings and the teacher placement recommendations for each child prior to registration.
- All registration forms are given a random lottery number depending on the round they are in and placed into classes based on that number. If a child is not placed in the first choice, they will be placed in the second or third choice and waitlisted for the first choice. If a second and/or third choice is not given, the child will not be placed and waitlisted.
- All placements are strictly determined by random lottery.

Waitlists

- A child will be placed on the waitlist for a class if they are placed in a second or third choice or if they were not placed at all.
- Emails will be sent out confirming class placement and waitlist status.
- Parents should notify the director as soon as possible when a child is to be removed from any waitlist(s).
- On October 1, 2024, all students placed in a class will be removed from all waitlists so as not to disrupt the students once they have become involved in a class.

Confirmation of Registration

- An email will be sent with confirmation of acceptance into the program on January 16, 2024, for current families and on January 29, 2024, for all other families. At this time all families will be charged a registration and reservation fee in their Kangaroo Time accounts. New families will be asked to enter a credit card or bank account information in their Kangaroo Time account. If payment information is not received by February 2, the registration/reservation will be considered null and voided. All registration and reservation fees are **non-refundable** upon placement in a program.
- If a child cannot be placed in the class requested, then the child will be put on a waitlist(s) for the desired classes, in the order the registration forms were numbered.

Changes in Registration

- Parents should notify the school of any change requests for class placement as soon as possible.
- If parents decide to withdraw a child who has been placed in a class, the school should be notified as soon as possible to make room for other students. The registration/reservation fees will **not** be refunded.

Universal Preschool (UPK)

- All students enrolled in the PreK classes will receive free preschool. Students must be 4 years old on or before September 30, 2024, to be eligible for this state funded service.
- Once a student is placed in an Apple Tree PreK program, the family will be given information on how and when to apply for UPK.

CLASS DESCRIPTIONS

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

Toddlers - The Toddler class is a first preschool experience for children 2 ½ to 3 years of age. A child must be 2 ½ (30 months) by September 1 to register for this class. This class is offered two days per week on Tuesdays and Thursdays or on Mondays and Wednesdays. There will be 6 children in the M/W class and 8 children in the T/Th 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 in the morning. 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. The emphasis is on learning through play.

Pre-K - Four-year olds may attend the Pre-Kindergarten class which meets in the mornings 3 times per week on Monday, Wednesday and Friday, 4 days per week on Monday through Thursday, 4 days per week on Tuesday through Friday, or 5 days per week. There will be 12 children per class. There is an emphasis on social/emotional skills 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. The emphasis is on learning through play.

Jr. Kindergarten/Kindergarten - Children who are 5 by September 30 may attend the half day Jr.K/Kindergarten Program which meets 5 days per week Monday-Friday. 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 1st grade, depending on parental wishes and the developmental readiness of the student.

EXTENDED DAY OPTIONS

Parents Day Out (PDO)

Apple Tree's Parents Day Out program offers families of children aged 3-5 an opportunity to introduce their child to a formal preschool setting in a way that works with the schedule of many of today's families. With its flexible scheduling options parents can take advantage of offering their child the chance to interact with other children to help the child develop

important social/emotional and academic skills in a Christian school setting without the commitment or costs of a year-long school schedule.

Early Drop-Off

If you need to drop your child off before the 9am class start time, we offer early drop off from 8-9am for children ages 3 and older. You are welcome to bring your child's breakfast for him/her to enjoy. Please note equipment to reheat breakfast is not available.

Enrichment

Enrichment at Apple Tree is a time for children to set their imaginations free. It begins with a 30-minute quiet time followed by activities where the sky is the limit. Science experiments, cooking, creative projects, drama, and music will be just some of the experiences your child will have. Enrichment is available for children three years and older. Children are welcome to attend any day of the week, multiple days per week or everyday per week. Children in the morning classes can attend from 1-3:30pm. Children are welcome to attend Enrichment on days when they are not in class. Enrichment is available on a first come - first serve basis.

Parents may begin enrolling their students in the extended day options through their Kangaroo Time account in July. Extended day enrollments can be made up to 180 days in advance and are paid for on a monthly basis.