



## Giving Tree School

### Enrollment Steps

STEP 1: Submit the Enrollment Request Form and non-refundable administrative fee of \$50.00. Submission of this form, along with the administrative fee, will place your child on our wait list.

STEP 2: Each year in March, we begin to finalize the enrollment for the coming fall. If space is available in the year you have requested, you will receive an acceptance letter and contract in the early spring. The tuition contract must be signed and returned along with the deposit check (equal to 1/11<sup>th</sup> of your base annual tuition) to secure enrollment.

STEP 3: After receiving your deposit, we will send you an admission packet. The admission packet needs to be completed and returned to Giving Tree along with medical and immunization paperwork to finalize enrollment.

STEP 4: The Program Administrator will schedule a home visit from the Giving Tree teachers prior to your child's first day of school to help create a gentle transition for your child.

### Our Waitlist

Unfortunately, demand for spaces at Giving Tree School far exceeds our capacity. We recommend that you begin the enrollment process by submitting your request as early as 2 to 3 years before you wish your child to start at Giving Tree. If no space is available in the year you have requested, you will receive a waitlist notification letter. Families who are waitlisted will keep their place on the waitlist and their request will automatically renew each year until one of the following occurs: 1) the child is placed with a spot; 2) The family indicates they would like to be removed from the list; or 3) The child ages out of preschool.

----- Please cut and mail in -----

### Enrollment Request Form

**MAIL TO:** Giving Tree School: Haley Anderson, 3 Wood Avenue, Gill, MA 01354

**Include administrative fee of \$50** (fee does not guarantee enrollment, and does not go toward future tuition)

CHILD'S NAME \_\_\_\_\_ Birth date: \_\_\_\_\_  
Parent(s) Name \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email address: \_\_\_\_\_

Please tell us how you learned about Giving Tree School \_\_\_\_\_

Is your child currently enrolled in another school/daycare program? **Yes/No** If so, where? \_\_\_\_\_

*Please note that Giving Tree's policies prohibit concurrent enrollment in another school/daycare program.*

### REQUESTED SCHEDULE [please circle]

Monday/Wednesday/Friday		Tuesday/Thursday		5 days (M-F)
Full day	Half day	Full day	Half day	Full day

**If you selected M/W/F or 5 days:** As a backup option to improve the likelihood of placing your child with a spot, are you able to consider a Tu/Th spot?

Do you plan to apply for financial aid (see attached page for eligibility requirements)? **Yes/No**



## School Year Information at a Glance...

### The School Year

The Giving Tree school year runs from late August to mid-June, typically about 184 days.

#### Weekly Schedules

Giving Tree offers 3 standard schedules:

- Monday/Wednesday/Friday
- Tuesday/Thursday
- 5 days a week

Due to capacity limitations, we are not able to offer variations to these schedules (cannot combine days).

#### Deposit & Tuition Payment Schedule:

There are 11 payments for the school year. The first payment is the deposit, due upon signing of the tuition contract prior to the school year start. The deposit is non-refundable once submitted.

The remaining 10 payments are due in the first week of each month, September-June.

#### Giving Tree Arrival / Departure Times

- 8:30-8:45: Arrival
- 12:30: Half-day students depart after lunch
- 3:45-4:00: Full-day students depart

Extended care is available from 8:00-8:30am for an additional fee.

#### 2024-25 Tuition Monthly Rates\*:

Full-time: \$1,202;

M/W/F: \$706

Tu/Th: \$496

M/W/F half days: \$529

Tu/Th half days: \$372

\*Tuition rates typically increase by a few percentage points each school year.

### Financial Aid

Giving Tree offers financial aid based on eligibility, as part of our commitment to make early childhood education accessible to all families. To be considered for financial aid, families must meet eligibility requirements and submit an aid application along with income verification. Our financial aid funds are limited and we are not able to guarantee aid to every family who may qualify. Please email [admin@givingtreeschool.org](mailto:admin@givingtreeschool.org) to request a financial aid application.

#### Financial Aid Eligibility Guidelines: 2024-25 School Year

Family Size	Annual Income Equal to or Less Than
2 person	\$49,874
3 person	\$63,001
4 person	\$76,128
5 person	\$89,255
6 person	\$102,382
7 person	\$115,510

### Childcare Vouchers

Giving Tree School accepts Massachusetts childcare vouchers through our local Child Care Resource and Referral Agency (CCR&R). Visit <https://www.mass.gov/guides/early-education-and-care-financial-assistance-for-families> for details about the program and sign-up information.