



Giving Tree School

The Enrollment Process

- STEP 1: Submit Enrollment Request Form and non-refundable administrative fee of \$50.00 [see bottom of page]. Completion of this step will hold a spot for your child on our wait list.
STEP 2: If space is available, you will receive an acceptance letter and contract. The tuition contract must be signed and returned along with the deposit check (equal to 1/10th 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 by the Giving Tree teachers prior to your child's first day of school to ensure a smooth transition for your child.

Deposit & Tuition Payment Schedule:

-There are 10 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. At the end of the school year, the deposit amount will be applied to the July invoice for June care (provided all tuition payment conditions are met).
-The remaining 9 payments are due in the first week of each month, October-June, and will be applied to the previous month's care (Oct. 1 invoice goes to pay for Sept. care, June 1 invoice is for May care, etc.).

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 & 4:00-5:00pm for an additional fee.

Weekly Schedules

Giving Tree offers 3 standard schedules:
-Monday/Wednesday/Friday
-Tuesday/Thursday
-5 days a week
Children age four or older (as of Sept. 1st) must enroll a minimum of 3 days per week.

----- 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 _____

I request that my family be considered for the Tuition Sliding Scale

Is your child currently enrolled in any other school/daycare program? Yes/No If so, where? _____

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

REQUESTED SCHEDULE [please circle]

Table with 3 columns: Monday /Wednesday/Friday, Tuesday/Thursday, Monday -Friday. Sub-rows for Full day and Half day.

Will your family need early drop off or later pick up? Please indicate here: _____