

## Online Registration Instructions:

Registration for The Learning Tree Preschool is done online through our website – [www.LearningTreeLomita.com](http://www.LearningTreeLomita.com). To register, you will click on orange “Registration” tab, and then click on the link for the application.

- Enter your email address to receive a code
- Enter the code in the section provided
- Account Info – enter your information
- Children’s Info – enter your child’s information (Be sure to click the orange “Save and Add Next Child” button if you are registering more than one student)
- Emergency Contact – add spouse’s and/or emergency contact information
- Review and Submit – final step

Once you have completed and submitted your application, it will be imported directly to our system, and you will receive an email titled “Learning Tree Information Summary” with a copy of your registration. Once we have processed your application (usually within a week), you will receive an additional email with either an acceptance and fee amount due, or a waitlist status. Once accepted, an enrollment packet must be picked up, and registration fees must be received to guarantee your space in the program.

\*\*\*If you do not have access to the internet, you may fill out a paper registration through the office. Registrations done in person require same day payments.

### **Fall:**

The Fall session begins on September 10, 2018.

There is a Non-refundable \$150.00 Registration Fee for the Fall session due once accepted into the program.

\*For students who are enrolling in the Pre-K (4 years old by Sept.1, 2018), please be reminded that it is a **5 day program** to assist with Kindergarten readiness. Pre-K aged students, not wishing to attend 5 days, may enroll in the Part-Time Pre-K program that is joined with the oldest Pre-School class and is run through the Pre-School rotation. However, please note that there are a limited number of spaces in that class.

**\*\*\*If we cannot accommodate you, and you request to be put on a waiting list, you will pay the waiting list fee of \$50.00. Upon acceptance to the program the \$50.00 waiting list fee will be rolled over into your registration fee and you will be responsible for paying the remaining \$100.00\*\*\***