

## Online Registration 2023:

Registration for The Learning Tree Preschool is done online through our website – [www.LearningTreeLomita.com](http://www.LearningTreeLomita.com). 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 amounts due, or a waitlist status. Payment deadline is **ONE WEEK AFTER ACCEPTANCE EMAIL HAS BEEN SENT.** Your acceptance email will come from either: [TheLearningTreePreschool2157@gmail.com](mailto:TheLearningTreePreschool2157@gmail.com) or [notifications@procaremessgingservice.com](mailto:notifications@procaremessgingservice.com). Please mark both of those emails addresses as “safe”, and check your junk box in case any messages may have been missed. Please also feel free to call to follow up.

\*\*\*Please note that children registering for our Pre-School and Pre-K programs **MUST BE FULLY POTTY TRAINED** to attend. If you register your child for one of those programs and they are *not* fully potty trained when it is time for them to start school, they will be placed onto a **waiting list**.

### **Fall:**

The Fall session begins on Tuesday, September 5, 2023.

There is a Non-refundable/transferrable \$150.00 Registration Fee per student 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, 2023), 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. Please note that Registration Fees are annual and are only good for the current school year. If we cannot accommodate your child in this current school year and you wish to apply again the following school year, a new registration fee will be charged.**\*\*\*