

*Trinity Episcopal Preschool*  
*120 Allegheny Avenue*  
*Towson, MD 21204*

**ENROLLMENT CONTRACT**  
*2018-19 Academic Year*

Student's Name:  
Class:  
Schedule:

We understand that any changes to the above schedule prior to the end of the school year must be provided in writing 30 days prior to the change date. **This contract must be accompanied by a deposit equal to one month's tuition for the chosen schedule.** *Returning students do not need to place a deposit since if their original deposit is on file.* (Please consult the school website for a chart of tuitions). **Withdrawals that take place prior to the first day of school will result in the forfeit of our deposit.** After the start of the school year, deposits are applied to the last month our child attends Trinity Preschool. After school has begun, a 30 day written notice will result in a prorated tuition refund.

We have chosen the following tuition payment plan for the 2018-19 Program year. We understand that the summer camp require a separate enrollment contract and is not reflected in the payment plans below.

\_\_\_\_\_ **Monthly payments** to be paid the first of every month starting on September 1<sup>st</sup>. (10 even monthly payments)

\_\_\_\_\_ **One tuition payment for the Full School Year:** Due on September 1<sup>st</sup>

\_\_\_\_\_ **Two equal payments for the Full School Year:** to be paid on Sept. 1<sup>st</sup> & January 1<sup>st</sup>

*We understand that payments received after the 15<sup>th</sup> of the month are subject to a 5% late fee, and if no payment is made after two months, without discussion with the Director, my child will not be able to return to school and my account may be turned over to a collection agency. \*(unless other arrangements have been made).*

**We understand that my child must arrive at school by 9:00 am to ensure the start of the preschool day.** We may pick my child up at 12:00 pm (before lunch) or between the hours of 3:00 pm and 5:30 p.m., unless your child is enrolled in a part-time program. We agree to notify the school in the morning if my child is sick, will be late, or requires any other necessary scheduling adjustments.

*We have read and agree to the school policies and procedures stated in the Parent Handbook and reviewed the school calendar.* We are aware of the dates for all school closures, and parent/teacher conference days. (The school calendar and handbook are downloadable from the preschool website).

*Lastly, we agree to work together with the faculty of Trinity Episcopal Preschool to help my child grow, learn and develop to the best of their abilities.*

SIGNATURES OF PARENT(S) or GUARDIAN(S)

CONTRACT ACCEPTED BY

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lisa A. McMurtrie, Director

\_\_\_\_\_  
Date