

**Trinity Episcopal Preschool Enrollment Contract for 2021-2022**  
**120 Allegheny Avenue, Towson, MD 21204**  
**410-823-3589**

Student's Name: \_\_\_\_\_

Class: \_\_\_\_\_

Schedule (circle one):                      **FULL TIME**                      **M/W/F**                      **T/Th**

Tuition schedule:    **Contract goes from September 1, 2021 through June 30, 2022**

- 10-month contract semi-annual payments (two equal payments due August 15, 2021 and January 15, 2022)
- 10-month contract (10 equal payments; due on the 1<sup>st</sup> of each month starting Sept. 1st, 2021)

Welcome to Trinity Episcopal Preschool! We are thrilled you have chosen us for your child's education. This contract outlines our policies for the 2021-2022 school year.

**Hours of operation**

Trinity Episcopal Preschool is open Monday-Friday, from 8:00 am-4:30 pm year-round. Children must arrive by 8:30 am and be picked up by 4:30 pm, based on the carpool line schedule. Please notify the school if your child is sick, will be late, or has any other changes to their schedule for the day. If a child is picked up after 4:30 pm, late fees in the amount of **\$2 per minute** will be applied.

**Deposit and Schedule Changes/Withdrawals**

To hold your child's spot, you must return this signed contract and a deposit equal to **one month's tuition** for the chosen schedule. Returning students do not need to pay a deposit if their original deposit is on file. All children must have a deposit on file to enroll. Withdrawals that take place after enrollment, but prior to the first day of school, will result in the forfeiture of the deposit. Deposits are credited to your child's last month of preschool tuition. After the school year has begun, a 30-day written notice to withdraw is required for a deposit refund. Prorated tuition refunds will be given to semi-annual and annual payers with a 30-day written notice. Any changes to your child's schedule must be provided in writing 30 days prior to the change date and can only be made if space is available.

**Payments**

Payments made after the **fifth (5<sup>th</sup>) of the month** are subject to a 5% late fee. Returned checks are subject to a \$50 fee. If no tuition payment is made by the 14th of the month, without discussion with the Preschool Director, your child will be considered withdrawn and may not continue attending. Your account may be turned over to a collection agency at this time. Deposits will not be refunded in the event of non-payment.

**Additional Fees**

A yearly nonrefundable activity fee of \$100 will be billed with your first tuition payment. This fee covers special events and projects during the year such as Grandparent's Day, Mother's and Father's Day activities, etc. Field trips are an additional cost and are billed separately.

**Deferred Enrollment**

Trinity Preschool accepts children ages 2-5 years and we enroll year-round if space is available. Children may enroll before their 2<sup>nd</sup> birthday, and their space may be held for 30 days prior to their start date with a one-month deposit. If a start date takes place more than 30 days after enrollment, a space may be held by paying the monthly tuition. If a family chooses not to enroll after deferring enrollment and paying the deposit, the deposit will be forfeited.

**Parent Handbook and School Calendar**

School policies and procedures are stated in the Parent Handbook. The school calendar is attached for review. Tuition is not prorated for school holidays, unscheduled closings, early dismissals, student illness or vacations, etc. All families are expected to review and abide by the policies in the handbook. Families are expected to be aware of all school closings, including Christmas, Spring and Summer breaks, holidays, and parent/teacher conference days.

**COVID Protocols**

Please read and sign the attached COVID protocols contract addendum, which lists important information about tuition payments during closures and COVID procedures.

**Termination of Contract**

The preschool will make every possible and reasonable accommodation to help all children learn, grow, and thrive in our program. However, there may be rare instances in which the school determines that our program is not the right fit for a child or family. In that event, as much notice as possible will be given so a family can find alternate care. Deposits will be refunded if the preschool determines another program will be a better fit. Additionally, all families are expected to follow the policies stated in the Family Handbook and this contract. If a family does not abide by the policies in the Family Handbook, a family may be asked to leave without notice. In the rare event that a family is asked to leave the preschool due to handbook violations, deposit refunds will be forfeited.

*By signing this contract, you agree to all policies listed in this contract, the Family Handbook, and the school calendar. We look forward to working with you to build an exciting and fun-filled year of learning and growth with your child.*

Parent /Guardian Signature:

Date :

Director Signature:

Date:

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**Trinity Episcopal Preschool COVID Addendum and Waiver 2021-2022**

Commitment to Health and Safety

Trinity students, teachers and families have a shared responsibility to protect each other through safe behavior, both at Trinity and at home. All families are expected to adhere to the directives of applicable federal, state, and local government health departments, including the CDC, regarding social distancing, mask wearing, frequent hand washing and limiting travel out of state to mitigate the transmission of COVID-19. We must all work together to keep each other healthy and safe through this pandemic. We have implemented the following procedures and protocols in this shared effort to provide a setting for your child which is as safe as possible.

Illness

If at home your child shows any COVID illness symptoms such as fever, coughing, sore throat, diarrhea, vomiting, rash, headache, runny nose, fatigue, muscle pain, chills, loss of taste or smell, please contact the Preschool Director immediately. Please do not bring your child to school if your child is experiencing any of the symptoms listed or if they are sick with other symptoms. If at school a student exhibits any COVID symptoms or becomes ill, they will be isolated until a parent picks them up within the hour. The Preschool Director will contact the Baltimore County Department of Health and MSDE Office of Childcare, and they will decide the course of action. On these occasions, the school may be ordered to close until the child is cleared by a doctor, or until they get a negative COVID-19 test. The decision to close certain classrooms or the school due to COVID is made by the Health Department, NOT by the preschool.

Illness Policies

- Each child and teacher's temperature are checked before entering the building daily. A symptom check (visual and verbal) is performed on each person before being allowed to enter.
- Any child showing symptoms of COVID-19 (as listed above) is not permitted to attend school until seen by a doctor and must have a doctor's note to safely return. If the doctor orders a COVID test, the Baltimore County Health Department and the MSDE Office of Childcare will be notified and we will follow their guidance. Both offices have stated that in cases like this, if the symptoms developed within a 48-hour window of being in school, we may be asked to close until the test results are received. COVID test results have recently been received within a 1-2 day timeframe. The person getting tested must remain at home until the results come back.
- If a child or faculty member is diagnosed with COVID-19, they are required to stay home for at least 14 days. All Trinity families are immediately informed of a positive COVID case and the confidentiality of the individual is maintained. The preschool will close for at least 1 day for thorough cleaning, and Trinity will work with Baltimore County Health Department and MSDE Office of Childcare to determine the length of closure (possibly up to 14 days). Anyone who had close, prolonged contact with the diagnosed person will be notified and will need to quarantine at home for up to 14 days or as recommended by the health department.

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- Handwashing is done frequently during the day, including at morning drop-off; before and after classroom free play; after bathroom use; before meals and snacks; before and after outside play; and before pick-up.
- Hand sanitizer is readily available for teachers.

**Drop Off/Pick Up Policies**

- Parents are not permitted into the building during drop-off/pick up times. All families are assigned a drop-off and pick-up time and participate in a mandatory carpool line. Parents are responsible for sharing this procedure with any other adult who may be picking up. The carpool drop-off procedure will be longer than typical as we have to check temperatures and symptoms; we ask for patience as we work through this together. Average wait time is 3 minutes.
- You will initial your child in at drop off to keep records of who dropped off each day for contact tracing purposes.
- The quantity of belongings brought to school each day are limited (two or three changes of clothes left in cubbies, rest time items, snacks, and lunch). There are no show- and-tell days for the time being.
- Children are required to bring at least two extra masks daily to be kept with extra clothing to be used if their mask gets dirty or wet.
- Parents are required to wear masks during drop-off and pick-up times.

**Classroom Procedures**

- Classes are kept in cohorts and students are with the same teachers and children each day.
- There is a floating teacher available to assist with bathroom times, cleaning, carpool, and substituting within classrooms when needed.
- Students are socially distanced within the classroom as much as possible.
- We have incorporated educational manipulatives that are easily sanitized. Dramatic play area items, such as dress up clothing, play food, and stuffed animals have been removed for now.
- Teachers are required to wear face coverings at all times while in the building.
- Classes are not mixed on the playground and playground times are staggered.
- Snacks are provided and a snack monthly menu will be sent home each month. Your child's lunch, which should be put in a brown paper bag and labeled with the child's name on it will be placed in the refrigerator. You may use the containers that are sectioned, but one unit. No lunch boxes at this time.
- Children are required to wear a mask at all times except during lunch/snack time, outdoor play, and nap time.
- Each student has their own bag of educational items and the selection of items change daily. They play with these items only during center time. Following center time, each student's bag of items is sanitized and returned to the shelves.
- Since parents and visitors are not allowed to enter the school at this time, projects and artwork are displayed on the front windows of the school for parents and others to enjoy.
- Daily pictures are sent to the parents giving immediate insight to the learning experiences of their child. Each week, a detailed report of activities and look at the week ahead is emailed home. A monthly newsletter is also produced listing important concepts and themes covered each month and highlights special events.

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- Due to COVID, we do not offer our extended specials and activities in person (Spanish, Music, Chapel). The return of these specials depends on visitor regulations from the MSDE Office of Childcare and the COVID progression in our area. We will reinstate these extracurricular activities when it is safe to do so.

Cleaning

- All educational items are cleaned and sanitized during the day.
- Playground equipment is sanitized between classes.
- Bathrooms are sanitized between each child and between each class.
- High-touch surfaces (doorknobs, light switches, etc.) are sanitized daily.
- Rest time materials are to be laundered weekly at home.
- Water fountains are not used. Instead, all children use the water cooler and disposable cups. No water bottles at this time.

Child or Family Member Travel

Until further notice, families must promptly notify the preschool in the event that a child or any member of the child's household(s) have, or will be, traveling out of the state or country. The preschool will follow all guidelines and recommendations from MSDE and the state government in regards to quarantine based on nonessential travel. Trinity Episcopal Preschool may also require a negative COVID test before returning to preschool. We encourage families to discuss contemplated travel with the preschool administration prior to finalizing their travel plans.

Force Majeure Policy and Tuition

The school's duties and obligations under this contract shall be suspended immediately, with or without notice, during all periods that the School is closed because of force majeure events including, but not limited to, any fire; act of God; hurricane; war; governmental action; act of terrorism; epidemic; pandemic; or any other event beyond the school's control. This also includes if the school needs to close for 14 days, or longer, due to a COVID occurrence.

If such an event occurs, the school's duties and obligations in this contract will be postponed until such time as the school, in its sole discretion, may safely reopen. In the event that the school cannot reopen due to an event under this clause, the school is under no obligation to refund any portion of the tuition paid. Monthly tuition payments will continue to be due until a child is withdrawn from the preschool; families can withdraw a child with a 30-day written notice. Families will be responsible for the 30 days of tuition during the notice period and cannot be guaranteed a spot for their child when the school may safely open. If a 30-day written notice is not given during a Force Majeure event, the tuition deposit will be forfeited and a new deposit will need to be paid upon re-enrollment.

Handbook Amendment Acknowledgment and COVID-19 Release and Waiver of Liability

We acknowledge that we received a copy of the Amendments to the 2021-2022 Trinity Episcopal Preschool Parent Handbook and that we understand and agree to abide by these policies, including the school's policy on non-refunds in the event of closures for public health emergencies. Knowingly failing to follow these policies may result in termination from the preschool and forfeiture of the tuition deposit. In consideration for our family's continued enrollment in Trinity programs and receipt of services from Trinity we further agree as follows:

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- We acknowledge that, if we choose to have our child enter Trinity Episcopal Church or Preschool property and/or participate in Trinity programs, we do so voluntarily and at our own risk and that we hereby release, waive, discharge and covenant not to sue Trinity Episcopal Church and Preschool, its officers, agents or employees (“Releasees”) from and for any and all liability claims, demands, actions and causes of action of any kind or nature, including, but not limited to, claims of negligence, arising out of, or related to any loss or personal injury, including death, that our child or any member of our family may sustain from contracting, or being exposed to COVID-19, as the result of, of in any way related to, our child or any member of our family entering Trinity Episcopal Church or Preschool property or participating in Trinity programs.
  
- This release and waiver of liability shall be governed by the laws of the State of Maryland. We agree that if any portion of this release and waiver of liability is found to be void or unenforceable, the remaining portions shall remain in full force and effect.
  
- We acknowledge that this release and waiver of liability will be binding on our family members, spouse, heirs, assigns, personal representatives and anyone else entitled to act on our, or our child’s, behalf to the extent and that my signature below shall be deemed as a release, waiver, discharge and covenant not to sue the Releasees to the extent set forth above.
  
- By signing below we acknowledge that we have read and fully understand the release and waiver of liability as set forth above and have signed voluntarily and under our own free will.

\_\_\_\_\_  
Parent / Guardian #1 Signature    Date                  \_\_\_\_\_    Date  
Parent / Guardian #2 Signature

\*Please note that both parents/guardians must sign this form except in the case of single parent/guardian families. A completed form must be returned to the office prior to your child’s return to the School.

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**TRINITY EPISCOPAL PRESCHOOL DEPOSIT RECEIPT**

**Please print all information on this form. Thank you!**

Student's Name: \_\_\_\_\_

Class: \_\_\_\_\_

Schedule: \_\_\_\_\_

Payment schedule: \_\_\_\_\_

A signed contract and this tuition deposit will hold your child's space at Trinity Episcopal Preschool until the first day of school or until the agreed-upon start date with the Preschool Director. Returning students do not need to pay a deposit if their original deposit is on file. Deposits are applied to the final tuition payment the last month your child attends Trinity Episcopal Preschool. Withdrawals that take place prior to the first day of school will result in the forfeiture of the deposit. After the school year has begun, a 30-day written notice is required for withdrawal and a deposit refund.

Financially Responsible Party(s): \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Check Number: \_\_\_\_\_

Deposit Amount: \_\_\_\_\_

Date Paid: \_\_\_\_\_

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

Director Signature:

Please print and write as clearly as possible. Thank you.

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**Family Information Form**

**Student(s) Name(s):** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Requested Schedule (Full Time/Part Time):** \_\_\_\_\_ **Requested Start Date:** \_\_\_\_\_

**Parent/ Guardian 1 Name:**

Email:

Home Address: \_\_\_\_\_

Home Phone:

Cell Phone: \_\_\_\_\_

Marital Status: \_\_\_\_\_

**Parent/ Guardian 2 Name:**

Email:

Home Address: \_\_\_\_\_

Home Phone:

Cell Phone: \_\_\_\_\_

Marital Status: \_\_\_\_\_

Any Child Custody Arrangements We Should Be Aware Of? \_\_\_\_\_

Does your child have an IEP (Individualized Education Program) or IFSP (Individualized Family Service Plan)? \_\_\_\_\_ Yes \_\_\_\_\_ No

How did you hear about our school?