



**TRINITY PRESCHOOL CONTRACT FY24 (July 2023 through June 2024)**

**STUDENT'S NAME:** \_\_\_\_\_

**PARENTS'S NAMES:** \_\_\_\_\_

**ANTICIPATED START DATE:** \_\_\_\_\_

**CHILD'S BIRTHDATE:** \_\_\_\_\_

**CLASS SELECTION:**

\_\_\_\_\_ **Full Summer (Monday through Friday, July 10 through August 28, 2023)**

\_\_\_\_\_ **September 2s Program (Student Must Turn 2 Before Start Date)**

(circle one on this line)      **Full Time**      **Mon/Wed/Fri**      **Tues/Thurs**

\_\_\_\_\_ **January 2s (Student Must Turn 2 Before Start Date)**

(circle one on this line)      **Full Time**      **Mon/Wed/Fri**      **Tues/Thurs**

\_\_\_\_\_ **Full Time September 3s (Student turns 3 by September 2023)**

\_\_\_\_\_ **Full Time September Pre-Kindergarten (Student turns 4 by September 2023)**

**CONTRACT TERM (Please Select One):**

\_\_\_\_\_ **12 Months Full Time Students Only (July 2023 through June 2024)**

\_\_\_\_\_ **10 Months (September 2023 through June 2024)**

\_\_\_\_\_ **6 Months (January through June 2024 for January 2s Program)**

**HOURS OF OPERATION**

Monday – Friday 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 schedule changes. If a child is dropped off after 8:30am or picked up after 4:30 pm, late fees in the amount of **\$2 per minute** will be applied and billed through the Brightwheel App. There is an option to sign up in advance for Early Care (7:30-8:00am) or After Care (4:30-5:30pm) for an additional fee.

## **TUITION DEPOSIT AND SCHEDULE CHANGES/WITHDRAWALS**

To hold your child's spot, you must return this signed contract and a deposit equal to **\$1,000 for full-time students and \$500 for part-time students**. Returning students do not need to pay a deposit if their original deposit is still on file. All children must have a deposit on file to enroll. Withdrawals that take place after enrollment, but prior to the end of the first month of school, will result in the forfeiture of the deposit. Deposits are applied 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. 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.

## **TUITION PAYMENTS**

Tuition is due of the 1<sup>st</sup> of each month. Payments made after the **fifth (5<sup>th</sup>) of the month** are subject to a \$50 late fee. Returned checks are subject to a \$50 fee. If no tuition payment is made by the 14<sup>th</sup> 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 after 30 days of non-payment. Tuition deposits will not be refunded in the event of non-payment.

## **ADDITIONAL FEES**

A yearly nonrefundable activity fee (\$150 for full time students and \$75 for part-time students- Fee pro-rated for January 2s students) will be billed with your first tuition payment. This fee covers special events and projects during the year such as Holiday Events, Class Parties, Mother's and Father's Day activities, Community Service Projects, etc. Early Care, and After Care are an additional cost and are billed separately.

## **DEFERRED ENROLLMENT**

Trinity Preschool accepts children ages 2-5 years old and enrolls year-round if space is available. Children may enroll before their 2<sup>nd</sup> birthday but may not start until they turn 2. An enrollment spot may be held for 30 days prior to their start date with submission of the tuition deposit. If a start date takes place more than 30 days after enrollment, and another family wants to enroll their child in that spot before your child is scheduled to begin school, your family will be given a choice and can begin paying the monthly tuition to maintain the hold on the spot. 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 posted on the school's website. Tuition is not pro-rated for school holidays, unscheduled closings, COVID closures, early dismissals, snow days, student illness, vacations, etc. Families are expected to review and abide by all Student Handbook policies and to be aware of all school closings, school breaks, holidays, early dismissals, and parent/teacher conference days.

## **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 Parent Handbook and this contract. If a family does not abide by these policies, they may be asked to withdraw their student 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 Enrollment Contract, you agree that you have read and agree to all terms and policies listed in this contract, in the Parent Handbook, in the COVID Addendum and Waiver, and understand the schedule listed the School Calendar.**

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***Parent /Guardian #1 Signature***

***Date***

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***Parent /Guardian #2 Signature***

***Date***

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***Director Signature***

***Date***

# **Trinity Episcopal Preschool COVID Addendum and Waiver FY24 (July 2023- June 2024)**

## **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 CDC, federal, state, and local government health departments. We must all work together to keep each other healthy and safe through this pandemic. We have implemented the following procedures to provide a setting for your child which is as safe as possible.

## **Illness Involving COVID**

- Non-COVID related illness policies are outlined in our Parent Handbook.
- If a child or faculty member is diagnosed with COVID-19, they are required to stay home for at least 5 days from the onset of symptoms. Upon returning to school, a mask will be worn for an additional 5 days. If unable to wear a mask, a child may be asked to stay at home for an additional period of time or to provide a doctor's note prior to their return. All Trinity families are immediately informed of a positive COVID case and the confidentiality of the individual is maintained. The school is required to report all positive COVID cases to the Baltimore County Health Department and the MSDE Office of Childcare.

## **Classroom Procedures**

- Handwashing is frequent, including at morning drop-off; before and after indoor play; after bathroom use; before meals and snacks; before and after outside play; and before pick-up.
- Hand sanitizer is readily available for teachers.
- Air Purifiers are in each classroom to help keep the air as germ-free as possible.
- Educational manipulatives that are easily sanitized are incorporated into each classroom.
- Teachers are required to be vaccinated. Vaccination is optional for students.
- The school is mask-optional for students, parents, guests, and teachers.

## **Cleaning**

- Educational materials and manipulatives are cleaned and sanitized daily.
- Trinity contracts with a cleaning company to provide daily cleaning and sanitizing in each classroom, shared spaces, and bathrooms.
- If a student or teacher tests positive for COVID, the cleaning company performs a more thorough deep cleaning of the facility.
- Rest time materials are to be laundered weekly at home.
- Lunch containers need to be wiped and sanitized by parents daily.

## **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 is forced to close due to an order from the Baltimore County Health Department, the CDC, or MSDE.

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. If 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 in the class when the school safely reopens. If a 30-day written notice to withdraw a child is not given during a Force Majeure event closure, the tuition deposit will be forfeited and a new deposit will need to be paid upon re-enrollment.

We acknowledge that we received and read a copy of this **Trinity Episcopal Preschool COVID Addendum and Waiver FY24** 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 Force Majeure events. 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:

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 or 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, or 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 in this **Trinity Episcopal Preschool COVID Addendum and Waiver FY24** and have signed voluntarily and under our own free will.

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

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

\*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 first day of school.

**TUITION DEPOSIT RECEIPT**

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

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 end of the first month 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):**

***Parent/Guardian #1***

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Parent/Guardian #2***

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Paid on Brightwheel? (Yes or No?)** \_\_\_\_\_

**Paid by Check? (Yes or Not?)** \_\_\_\_\_ **Check Number:** \_\_\_\_\_

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

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

**Director's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Family Information Form

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

Siblings and Their Ages: \_\_\_\_\_

PARENT/GUARDIAN 1: \_\_\_\_\_

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

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

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

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

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

PARENT/GUARDIAN 2: \_\_\_\_\_

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

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

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

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

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

**Are there any Child Custody Arrangements We Should Be Aware Of? \_\_\_\_\_**

**(if yes, please describe)**

**Does your child have an IEP or IFSP? \_\_\_\_\_**

**Are there any developmental, health, or behavioral issues we should be aware of?**

**How did you hear about our school? (If referred by another family, please let us know who they are so we can thank them)**