



TRINITY PRESCHOOL CONTRACT FY25 (September 2024 through June 2025)

STUDENT'S NAME: _____

PARENT/GUARDIANS'S NAMES: _____

DESIRED START DATE: _____ CHILD'S BIRTHDATE: _____

ADDRESS: _____

PHONE NUMBERS: _____

EMAIL(S): _____

Thank you for choosing Trinity Episcopal Preschool for the 2024-25 School Year. Please mark the class you are requesting and indicate if you will be needing care this summer. Trinity offers a full day program (8:00 am – 4:30 pm), with part-time options for 2-year-olds and full-time programs for 3s and Pre-K students. All students must turn two before their start date.

_____ **Full Time 2s Program (Monday through Friday)**

_____ **Monday/Wednesday/Friday 2s Program**

_____ **Tuesday/Thursday 2s Program**

_____ **Full Time 3s Program (Student turns 3 by September)**

_____ **Full Time Pre-Kindergarten Program (Student turns 4 by September 2024)**

_____ **My child needs care in summer and we will sign up separately for the Summer Program**

_____ **Deferred Enrollment (see description below)**

DEFERRED ENROLLMENT

Trinity Preschool accepts children ages 2-5 years old and has rolling admission, meaning that Trinity enrolls students year-round if space is available. Children may enroll before their 2nd birthday but may not start until they turn two. An enrollment spot can be reserved and guaranteed 30 days prior to the start date with submission of the tuition deposit and enrollment contract. If a desired start date is more than 30 days from the enrollment date, the spot in the class cannot be guaranteed. Families, however, will be given the first right of refusal when the final spot is about to be filled in the desired classroom. Families will first be notified and will have 2 days to decide whether to withdraw their enrollment, or to begin paying the monthly tuition before the start date. If a family chooses to withdraw after deferring enrollment and paying the tuition deposit, the deposit will be forfeited.

HOURS OF OPERATION

Trinity Episcopal Preschool is open Monday-Friday, from 7:30 am-5:30 pm year-round with the school day beginning at 8:00 am and ending at 4:30 pm. Children must arrive by 8:30 am and be picked up by 4:30 pm. Early Care (7:30-8:00am) and After Care (4:30-5:30pm) are available for an additional fee. If a child is dropped off after 8:30am or picked up after 4:30 pm, a \$2 per minute late fee will be charged.

TUITION DEPOSIT AND SCHEDULE CHANGES

To enroll and reserve your child's spot, you must return this signed contract and a tuition deposit of \$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 was paid upon enrollment. If a deposit was not paid during a student's original enrollment, a tuition deposit is required for re-enrollment. Only one deposit is required for siblings. Deposits are returned through a credit towards your child's last month of preschool tuition. If a withdraw takes place after enrollment, but prior to the completion of the first month of school (Sept. 30th), the deposit will be forfeited. After the school year has begun, a 30-day written notice to withdraw is required for a deposit refund and tuition will continue to be due during the 30-day notice period whether the child attends school or not. If 30-day notice is not provided before withdrawing, the tuition deposit will be forfeited, and the family is responsible for one month of tuition to pay for the next 30 days. Changes of any kind 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 on the 1st of each month. Payments made after the fifth (5th) 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 14th of the month, without discussion with the Preschool Director, your child will be considered withdrawn and may not continue attending. Accounts 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 \$100 for part-time students) will be billed with your first tuition payment. This fee covers special events for students during the year such as Holiday Events, Mother's and Father's Day activities, Service Projects, etc. Additional fees may be charged for student's family members to attend field trips and special events. Early care and after care are also an additional cost and are billed with your monthly tuition.

FAMILY HANDBOOK

School policies and procedures are stated in the Family Handbook. Tuition is not pro-rated for school holidays, unscheduled closings, illness closures, early dismissals, snow days, student illness, vacations, etc. Families are expected to review and abide by all Family Handbook policies and to be aware of all school closings, including 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 that another program will be a better fit.

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 Addendum and Waiver, and understand the schedule listed on the School Calendar.

Parent /Guardian #1 Signature *Date*

Parent /Guardian #2 Signature *Date*

Director Signature *Date*

Health and Safety Addendum and Waiver FY25 (July 2024- June 2025)

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 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 5-day period. 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

- 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 or other highly contagious illness, 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 cleaned 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 are not 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 **Health and Safety Addendum and Waiver FY25** 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. 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, that our child or any member of our family may sustain 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 **Health and Safety Addendum and Waiver FY25** and have signed voluntarily and under our own free will.

Parent/Guardian #1 Signature: _____ Date: _____

Parent/Guardian #2 Signature: _____ Date: _____

*Please note: Both parents/guardians must sign this form except in the case of single parent/guardian families. This form must be returned with your completed enrollment contract.

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)