



**TRINITY PRESCHOOL CONTRACT FY27 (September 2026 through June 2027)**

**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 2026-27 School Year. Please mark the class you are requesting for your child. 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 2's Program (Monday through Friday)**

\_\_\_\_\_ **Part Time 2's Program (Monday/Wednesday/Friday)**

\_\_\_\_\_ **Part Time 2's Program (Tuesday/Thursday)**

\_\_\_\_\_ **Full Time 3's Program (Student must turn 3 by September 1, 2026)**

\_\_\_\_\_ **Full Time Pre-Kindergarten Program (Student must turn 4 by September 1, 2026)**

\_\_\_\_\_ **Deferred Enrollment (see description below)**

**DEFERRED ENROLLMENT**

Trinity Preschool accepts children ages 2-5 years old. Children may enroll before their 2<sup>nd</sup> 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 beginning of the school year, the monthly tuition will start at the beginning of the school year. If a family chooses to withdraw after deferring enrollment and paying the tuition deposit, the deposit and tuition already paid 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. 30<sup>th</sup>), the deposit will be forfeited. After the school year has begun, a 30-day written notice to withdraw is required and tuition during the 30-day notice period whether the child attends school or not will be billed to the account. 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 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. 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**

There is a \$150 activity fee for full-time students and a \$100 fee for part-time students collected with your first month of tuition. This covers the cost of enrichment activities such as Chapel, Music, Nature Science, Spanish Art, along with holiday events, family activities, and class parties. Field trip fees are not included in this fee. Additions such as Dynasty Sports, before and after care, and other optional activities, are billed separately.

## **STUDENT HANDBOOK**

School policies and procedures are stated in the Parent 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 Parent 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.**

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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*

**Waiver FY27 (July 2026- June 2027)**

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 **Waiver FY27** 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.

**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 Trinity Preschool family, please let us know who they are so we can thank them)