



Trinity Preschool

Trinity Preschool

Application for Enrollment 2018-2019

Office Use Only	
Date Application Rec'd: ___/___/___	
Reg Fee \$75 (\$40) ___ cash ___ check	

Class: Toddler: ___ 2 day (T&Th) ___ 1 day (T or Th)	Two Year Olds ___ 5 day ___ 3 day (MWF) ___ 2 day (T&Th)	Three Year Olds ___ 5 day ___ 3 day (MWF)	Four Year Olds ___ 5 day
<i>Please check preference (1st, 2nd, 3rd if applicable) – Preschool Staff will assign children to class as space permits.</i>			

Student Information

Last Name: _____ First: _____ Middle: _____ Age as of 9/1/18 _____
 Name used: _____ Birth date: ___/___/___ Male: Female:
 Street: _____ City: _____ State: _____ Zip: _____
 Primary Phone: _____
KNOWN ALLERGIES: _____
 Student resides with Parents Mother Father Guardian (relationship) _____

Family Information

Marital Status: Married Separated Divorced Single Parent

Mother's Name: _____ Home Phone: _____
 Cell phone: _____ E-Mail: _____
 Place of Employment: _____ Work Phone _____ Ext: _____

Father's Name: _____ Home Phone: _____
 Cell phone: _____ E-Mail: _____
 Place of Employment: _____ Work Phone _____ Ext: _____

Legal Guardian's Name: _____ Home Phone: _____
 Cell phone: _____ E-Mail: _____
 Place of Employment: _____ Work Phone _____ Ext: _____

Primary language spoken in the home _____

Other Children in Family:

Name: _____ M F Birth date: ___/___/___ School: _____
 Name: _____ M F Birth date: ___/___/___ School: _____
 Name: _____ M F Birth date: ___/___/___ School: _____

Attends Trinity UMC? Y N If yes, date joined Trinity: _____ If no, church affiliation: _____

Authorized to pick up student/ Emergency Contacts: (other than parents)

Name: _____ Phone: _____ Relationship to Child _____
 Name: _____ Phone: _____ Relationship to Child _____
 Name: _____ Phone: _____ Relationship to Child _____
 Name: _____ Phone: _____ Relationship to Child _____

Parental Agreements and Permissions (please initial)

_____ I have read the policies of the Trinity United Methodist Preschool Handbook and agree to observe all of the policies as determined by the Trinity Preschool Board for the 2018-2019 school year. The Handbook is available online at <http://www.trinityanderson.com/preschoolhandbook>.

_____ I grant permission for Trinity United Methodist Preschool staff to authorize first aid care and/or emergency medical care for my child as needed in the event that I or the emergency contacts cannot be contacted. I will take responsibility for all expenses incurred in the emergency case.

_____ I release Trinity United Methodist Church and Preschool, its employees and volunteers from any liability whatsoever arising out of injury, sickness, or damage that may occur at school or during any school activities.

_____ I understand that I am responsible for providing an appropriate, properly installed car seat for my child. Trinity United Methodist Church and Preschool, its employees and volunteers will not be held liable for injury occurring during transport to and from school.

_____ I understand that tuition is divided into 9 equal payments regardless of the number of days attended each month.

_____ I grant permission for Trinity United Methodist Preschool to distribute my child's name, address, phone number and email to the families of children in his/her class, i.e., birthday invitations.

_____ I grant Trinity United Methodist Preschool permission to use photographs, digital pictures, and videos taken of my child participating in Preschool activities for promotional publication, i.e., newsletters, brochures, mailings, website, slide shows, etc. Pictures used by the preschool for our website or Facebook page will not include children's names. They will be posted as images only.

_____ I understand that Trinity United Methodist Preschool uses email as its primary form of communication and that paper copies of the newsletter are available upon request.

Signature: _____ Relationship: _____ Date: ____ / ____ / ____

Signature: _____ Relationship: _____ Date: ____ / ____ / ____

Trinity UMC Preschool
Parent Information Sheet

Start Date

The projected start date for the 2018-2019 school year will be August 27, 2018.

Enrollment Eligibility

Trinity UMC Preschool accepts any child regardless of race or religious orientation. However, while we are respectful of others' choices of faith, Christianity only will be acknowledged in our teachings and activities. Birth date cut-off is Sept. 1 (ex.: Child must be 2 on or by Sept. 1 to be in 2 year old class). Preschool Staff will assign children to classes. We cannot acknowledge requests for specific teachers.

Hours of Operation

Trinity Preschool starts at 8:15 and dismisses at 11:15. All students must be picked up by 11:30 or a late pick-up fee of \$1 per minute will be charged.

Registration Procedure:

The registration fee must accompany the registration form at time of registration. The fee is used to purchase consumable supplies such as paper, paint, glue, scissors, tape, markers, etc. and is **NON-REFUNDABLE AFTER AUGUST 1.**

Registration Dates for the 2018-2019 School Year (all begin at 8:00 a.m.)

In-House and Trinity UMC Member Registration: January 29, 2018

Public Registration:

January 31, 2018

Registration is done on a first come, first served basis.

Fees for the 2018-2019 School Year					
Trinity UMC Member Rates					
	Registration Fee	Monthly Rate	Military Discount	3 Month Payment	Yearly Tuition
Toddler	\$30	\$140	\$122	\$405	\$1,215
Two Day Students	\$60	\$140	\$122	\$405	\$1,215
Three Day Students	\$60	\$165	\$143	\$480	\$1,440
Five Day Students	\$60	\$190	\$165	\$555	\$1,665
Non - Member Rates					
	Registration Fee	Monthly Rate	Military Discount	3 Month Payment	Yearly Tuition
Toddler	\$40	\$140	\$122	\$405	\$1,215
Two Day Students	\$75	\$165	\$143	\$480	\$1,440
Three Day Students	\$75	\$190	\$165	\$555	\$1,665
Five Day Students	\$75	\$220	\$191	\$645	\$1,935

Waiting List Procedures: At registration, a new waiting list for the upcoming year begins when all spaces are filled. When space becomes available, the director calls the first person on the list. When called, persons *have one week to respond*. **After one week, the director will call the next person on the list.** After August 1st, persons have 3 days to respond.

Spaces may come available in the summer because of families moving or a job transfer. **If you are on a wait list and still want a space, please check your messages daily even while on vacation.**

Registration Priority: **1. In-House Students 2. Trinity Members 3. In-House Siblings 4. Public** Siblings of In-House Students are guaranteed a spot at the time of registration after all In-House Students and TUMC Members are assigned a spot, but it may not be their first choice (ex. 1, 2, 3, or 5 day). After registration is over, Trinity members have priority on the waiting lists as spaces open.

Financial Policies

Registration Fees: Registration fees are due with the application form and are non-refundable after August 1.

Tuition: Tuition is due the first of each month, beginning September 1st.

Late Payments: Tuition is due by the 1st of each month and is late after the 10th (results in a late fee of \$15.00).

Insufficient Funds: A \$10 fee is charged for each returned check. After two insufficient fund checks, tuition must be paid by cash. If re-depositing a check and it is received after the 10th of the month, late fee will be assessed.

School Schedule

Trinity Preschool opens the last week of August and our year is over the third week of May. As much as possible, the yearly schedule will follow that of Anderson School District #5. The Preschool Calendar can be accessed through the Trinity UMC website and will be as current as possible. www.trinityanderson.com

Health and Safety

Illness: Our parent handbook contains complete guidelines for sending your child to school after an illness. Students must be fever/symptom free for 24 hours before returning to school.

Immunizations: Children will not be required to have a physical prior to the opening of weekday Preschool but it is the parents' responsibility to see that their child has routine physical check-ups. It is also the responsibility of the parents to be sure that their child has had all immunizations as required by law; **a copy of the child's immunization record must be kept on file in the Preschool office.**

Emergencies: If a child develops symptoms of illness or in case of an accident, emergency first aid will be given and the parent will be notified to pick him/her up immediately. If he/she cannot be reached, the child's emergency contacts will be called. It is our policy to refrain from dispensing any internal medicine to a child. The policies in the parent handbook will be observed.