



Trinity Episcopal School

Come and See... Stay and learn!

Dearest Families,

First, I hope you are warm and experiencing good health!

The following information will help guide you through the registration process for Trinity Episcopal School. Please review the information below and reach out to us if we can help in any way.

2022/2023 School Year:

Important Dates:

- Enrollment for current families begins on February 7th and will be accessed through the parent portal. Current families should reach out with any questions you may have.
- Enrollment for TES Alumni and Trinity Episcopal Church parishioners in good standing will be on February 16th. Please contact the office to arrange enrollment on this day.
- Open Enrollment for New Families will begin on February 18th. See enrollment information below.

How To Enroll During Open Enrollment:

To enroll for the 2022/2023 school year please click on the link (available February 18th) and follow the prompts. You will fill out the basic contact information at the top and then it will ask you to pick your first and second choices for days of the week.

If you are enrolling in PreK 4 or Bridge, there is not a second choice, so you may leave it blank and/or indicate you would like to be added to the waitlist should a space not be available.

As of now, there are at least a few spaces in each age program and your enrollment will be added in the order it is received. As we are able to enter your child into the family portal, you will receive an email verifying your enrollment and an invoice for the registration fee. Once enrollment opens on Friday, February 18th, please know we will get you in the system as quickly as we can, but it could be Monday before you receive confirmation on enrollment and the invoice for your registration fee.

Once the invoice has been emailed, you will have 48 hours to submit your registration fee, which may be paid online or dropped at the school. Your enrollment is complete once the registration fee has been received. After 48 hours, the space will be given to the next family on the wait list.

If you can pay the registration fee online it will speed the process up to complete your enrollment. But we do understand that not everyone will want to pay online and a check brought to the school office is perfectly fine. If you come after hours, it can be left in the mail drop at

school. Please drop it in the locked black mailbox outside the office, which is in Grace House, the new building with yellow trim.

The enrollment link **will go live on Friday, February 18, 2022**: It will be sent via email to anyone who as requested it, or will be on our website by 9am on that day.

Summer Fun '22

You may also begin enrollment for Summer Fun '22. There are several different programs available for summer, please look them over and sign-up for the programs that fit your family's needs the best. The various Summer programs can be combined as well, so look through the information and reach out if we can help. We highly encourage attendance for at least a week or two to help your child with transitioning into the next year, but would love to have your child with us as much as possible. Attendance at Summer Fun helps us to get to know them before classroom assignments are made for the fall.

Here is the link for Summer Fun Enrollment, it will be active beginning on **February 7, 2022**: <https://forms.gle/WT6V5tsgSMCL7r1k8>

Please reach out with any questions, we would love to help you.

Welcome to Trinity!
Melissa