



Trinity Episcopal School

Come and See... Stay and learn!

Hello prospective 23/24 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. Our parent portal, ChildPilot, has recently gone through an update which we hope will make the open enrollment process a little easier for you, but it may look different than what you are expecting. Here's what you will need to do ... Please review the information below and reach out to us if we can help in any way.

2023/2024 School Year:

Important Dates:

- Enrollment for current families begins on February 6th 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 15th. Please contact the office to arrange enrollment on this day.
- Open Enrollment for New Families will begin on February 17th. See enrollment information below.

How to Enroll During Open Enrollment:

To enroll for the 2023/2024 school year please click on the [Availability Inquiry](#) link which can also be found under the Enrollment tab of the website, 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 Bridge, there is not a second choice, and so you may leave it blank and/or indicate that you would like to be added to the waitlist should a space not be available. Please be aware, that this inquiry form is used year round and the selections made on it are informational in nature and not tied to your actual enrollment.

**** New Step in the Process with ChildPilot Update****

On Thursday, February 16th, we will be sending out ChildPilot parent portal invites. You must create an account within the parent portal to be able to login and register for classes the following day (Friday, February 17th). If you do not see your child's info (name and DOB), please contact us so that we can update that in the system. If you do not see the invite, please check your spam or junk folder. You will not be able to enroll if you have not created your log-in.

On Friday, February 17th at 10:00 am, open enrollment will go live! On that day and once you have created your account, you will be able to login to our parent portal, ChildPilot, and view our available classes and enroll your child into the appropriate one. Please make sure you are checking for the correct days of the week (ex) MW or TTh and the appropriate age group. Enrollment is based on your child's age as of September 1, 2023. As of now, there are at least a

few spaces in each age program. However, if your desired class is already full, please call or email to be placed on the waitlist.

You will then be prompted to pay the non-refundable registration (\$200) and supply (\$250) fees for a total of \$450. After you have paid your fees, you will be registered!

We do understand that not everyone will want to pay the registration and supply fees online. If you prefer, you may enroll in person by bringing a check for \$450 to the school office which is in Grace House, the new building with yellow trim. TES Office hours are M-F from 9-2.

Enrollment will go live on Friday, February 17, 2023: It will appear in ChildPilot **no later than 10am on that day**. If you log in from a computer, you will see Pre-Enrollment on the Right side of the screen. If you are on a mobile device or using the app, click on the menu on the top right and Pre-Enrollment will be listed.

Summer Fun '23

Enrollment for Summer Fun '23 will begin for new families on Friday, February 24th at 10am. 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.

An Enrollment link for Summer Fun will be emailed out at 10am to anyone on our email list, and will also appear on both the website and our Facebook page.

We hope this process will go smoothly for you, but please reach out if you have any questions or concerns.

Welcome to Trinity!