Trinity Episcopal School
Come and See…Stay and Learn

Enrollment Contract 2025/2026

Enrollment Information is Confidential
Must Be Completed Each School Year and Dated After June 1st to be Effective for the Start of School.

Child's Name	Date of Birth	Home Telephone
Child's Address Zip Code	Family Email Addresses (add all email addresses you would like regular correspondence too)	
Mother's Name (and Address if Different from Child)	Father's Name (and Address if Different from Child	
Mother's Company / Work Phone #:	Father's Company / Work Phone #:	
Mother's Cell Phone #:	Father's Cell Phone #:	
Child Lives With: ☐ Both Parents ☐ Mom ☐ Dad ☐ Guardian (Please Provide Guardian Name) _____		
How did you hear about us?	Religion / Home Church	

Emergency Contact Information

Emergency Contact Name	Phone W: C:	Relationship
Emergency Contact Name	Phone W: C:	Relationship
In addition to those named above, I hereby authorize Trinity Episcopal to allow my child to leave the school with the following persons: (babysitters, friends)		
Name	Phone W: C:	Relationship
Name	Phone W: C:	Relationship

Authorization for Emergency Medical Attention

Name of Physician	Address:	Phone #:
Name of Hospital	Address:	Phone #:
Insurance Company: _____ Policy/Group#:_____		

Sibling Information

Name	Date of Birth	Current School

Please tell us anything you feel we should know about your child and/or family structure:

_____

_____

_____

_____

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Program Registration, Tuition and Financial Information

Class Registration and Tuition – Registration fees are due at time of enrollment and tuition may be paid in 2 payments (August 1st and December 1st) or 9 payments (monthly Aug 1st – April 1st).

Method of Payment:
TES accepts payments in the form of cash or check brought to the school office or electronic payment through the ChildPilot Parent Portal. Parents may also choose to authorize Auto Pay. If Auto Pay is authorized, any balance due will be charged to the credit card/ACH on file on the first school day of each month and a receipt will be sent via email. Please note that payments made via the ChildPilot Parent Portal will have a convenience fee added that is paid to the credit card processor and not received by TES.

Please check appropriate class (based on enrollment during pre-registration):

Toddler & Two Year Old Classes 9am-12pm

Toddler (18-23 months) $3,690.00 per year ☐ **MW** ☐ **TH**

Two Year Old (24-35 months) $3,690.00 per year ☐ **MW** ☐ **TH** ☐ **MTWTh** ($5940 per year)

Three Year Old Classes 9am-12pm

Three day classes: $4,680.00 per year ☐ **MWF** ☐ **TThF**

Five day classes $5,940.00 per year ☐ **M - F**

Four Year Old Classes

Five day classes $6,210.00 per year (9am-12pm) ☐ **M – F (9am-12pm)** ☐ **M – F (9am-2pm)**

Five day classes $7,380.00 per year (9am-2pm)

Bridge Classes 9am-2pm ☐ **M – F (9am-2pm)**

Five day classes $7920.00 per year

The following statements require a parents initials. Please acknowledge each of the policy statements and permissions below.

Please Initial:

____ I Understand that my tuition is for the academic school year and may be paid in two or 9 installments. I also understand that I must give 30 days written notice to withdraw my child from school and stop tuition. Tuition will not be prorated or adjusted for missed days due to illness, scheduling issues, bad weather, or other unforeseen issues.

____ I understand that tuition is due on the first school day of the month, and that late fees will be assessed as stated in the parent handbook.

____ I understand that Registration, Supply fees, Tuition, and special program fees are non-refundable.

____ I understand that TES provides extended care in the form of early care and/or Stay & Play that are provided as a drop-in service with the purchase of a punch card, or by enrollment in a semester long enrichment class at an additional cost.

____ I understand that if I am late for noon pick up my child will be placed in Stay & Play and a drop in fee will be assessed. If I am late for 2pm pick-up a late pick up fee will apply as stated in the parent handbook.

____In the event that I or my above named contacts cannot be reached to make arrangements for emergency medical attention, I give consent for Trinity Episcopal School to secure any and all emergency care for my child, and I further authorize an emergency vehicle to transport my child.

____**RECEIPT OF HANDBOOK**: (Available on the ChildPilot parent portal and TES website)
I acknowledge receipt and acceptance of the policies of the Trinity Episcopal School Parent Handbook to include Parent's Rights.

____**WATER ACTIVITIES:** I hereby ☐ give my consent for my child to participate in Water Activities:
☐ water table play ☐ sprinkler play (Summer Fun)

____**PHOTOGRAPHY:**
I hereby ☐ give my consent for my child to be photographed during the school day and/or at special events.
I hereby ☐ give my consent for my child's photograph to be published on any media the school deems fit.

____ **ANIMALS:**
I hereby ☐ give my consent for my child to touch or handle Trinity Episcopal Animal friends.

____**FIELD TRIPS:** I give my consent for my child to be escorted by school staff to the Trinity Episcopal Church (TEC) building and grounds for any activity (Chapel, Holiday activities, Rodeo, school pictures, etc) deemed appropriate by the school administration. I understand that the TEC facilities are an extension of the school and are a part of the safety and emergency plans as well as providing space for daily activities. This is the only "field trip" taken.

Parent Name:_____ **Date:** _____

Signature:_____

All forms must be turned in no later than July 31st for your child to start school