

# holy trinity day school

*a ministry of holy trinity episcopal church*

January 7, 2013

Dear Families,

We are delighted to offer you the opportunity for placement in our program for the 2013-2014 school year. Holy Trinity Day School prides itself on nurturing the total development of children ages 3 months through pre-kindergarten.

For the next two weeks, registration is open only to our current families. Please complete and return the enclosed Application Form, Parent Agreement, and Confidential Record, along with the application fee of \$70 (\$50 for each additional child) by Friday, January 18. A deposit equaling one month's tuition is due on or before Tuesday, March 5, 2013. This deposit will be applied to your 2014 March tuition. The application fee and deposit are non-refundable.

If you have need for a class configuration that is different from what we are offering, please note on your application. We will do our best to accommodate. Children admitted to Parents Morning Out shall be 3 months old on or before August 31. Children admitted to the Sprouts class shall be 12 months old on or before August 31. Children admitted to the Toddlers class shall be 18 months old on or before August 31. Children admitted to the 2 through 4 -year-old classes shall reach that age on or before August 31 of the year in which they are enrolled. Children admitted to the pre-kindergarten class shall be 5 on or before December 31 or at the discretion of the Director.

## **The offerings for 2013-2014 are as follows:**

<b>Parents Morning Out</b>	<b>1 day</b>	<b>\$95 per month</b>
<b>Parents Morning Out</b>	<b>2 days</b>	<b>\$185 per month</b>
<b>Parents Morning Out</b>	<b>3 days</b>	<b>\$240 per month</b>
<b>Sprouts</b>	<b>W/F</b>	<b>\$185 per month</b>
<b>Toddlers</b>	<b>T/TH</b>	<b>\$185 per month</b>
<b>2 year olds</b>	<b>T/TH</b>	<b>\$185 per month</b>
<b>2 year olds</b>	<b>M/W/F</b>	<b>\$240 per month</b>
<b>3 year olds</b>	<b>T/W/TH</b>	<b>\$240 per month</b>
<b>3 year olds</b>	<b>T-F</b>	<b>\$280 per month</b>
<b>4 year olds</b>	<b>M-F</b>	<b>\$325 per month</b>
<b>Pre Kindergarten</b>	<b>M-F</b>	<b>\$325 per month</b>

**\* Please note: All classes are from 9:00-1:00**

Actual class offerings will be determined by enrollment. The age, development, and personality of each child is considered when making placements in a class. All placements are at the discretion of the Director and the Day School Board.

On Tuesday, January 22, we will open registration to the public. Our goal is full enrollment for the 2013-2014 school year. You can help us achieve our goal by encouraging your family, friends, and neighbors to register their children at Holy Trinity Day School. As one family wrote about their experience at HTDS: "From the moment our son entered his class, he was comfortable, engaged, and learning. Compared to other preschool programs in Greensboro, we feel that there is a much more effective focus on the child, all the way from the director to the teachers in each class."

Sharing your enthusiasm, excitement, and real stories about our school will benefit the school and can benefit your bank account. For every family you help to enroll for the 2013-2014 school year, you will receive a tuition credit ranging from \$25 a month to \$300 a month. Guidelines and specifics of the Happy Hearts Enrollment Campaign are attached.

Thank you for your interest and continued support. I look forward to hearing from you. If you have any questions, please do not hesitate to ask.

Peace,  
Julie Buie  
Director

## Application for Enrollment 2013-2014

Child's Name: \_\_\_\_\_ Boy/ Girl (please circle)

Child's Name: \_\_\_\_\_ Boy/ Girl (please circle)

**Please indicate your order of class preference, including days of the week (if applicable):**

- |   |   |
|---|---|
| <input type="checkbox"/> Parents Morning Out/3-12 mos.<br><input type="checkbox"/> Please circle desired day(s) M T W TH F<br><input type="checkbox"/> Sprouts/12 mos.+ (W/F)<br><input type="checkbox"/> Toddlers/18 mos.+ (T/TH)<br><input type="checkbox"/> 2 Year Olds (T/TH) | <input type="checkbox"/> 2 Year Old (M/W/F)<br><input type="checkbox"/> 3 Year Olds (T/W/TH)<br><input type="checkbox"/> 3 Year Olds (T-F)<br><input type="checkbox"/> 4 Year Olds (M-F)<br><input type="checkbox"/> PreK (M-F) |
|---|---|

Address: \_\_\_\_\_  
City Zip

Home phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Child's age on Aug. 31: \_\_\_\_\_

Father's name: \_\_\_\_\_ Cell: \_\_\_\_\_

Mother's name: \_\_\_\_\_ Cell: \_\_\_\_\_

Any health concerns/allergies? Yes/No (please circle)

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Signature: \_\_\_\_\_  
Date

If you are new to Holy Trinity Day School, how did you hear about us? \_\_\_\_\_

\_\_\_\_\_

Whom may we thank for referring you to Holy Trinity Day School? \_\_\_\_\_

\_\_\_\_\_

**Application Fee:** \$70 (\$50 each additional child)      Check# \_\_\_\_\_

**PARENT AGREEMENT 2013-2014**

**I. HEALTH**

1. Each child must have a health form on file. Students who are new to the school will be sent a health questionnaire which must be filled out and signed by his/her physician and returned to the Director before the opening of school.
2. Children should not be sent to school unless in a good state of health. Please do not return your child until he/she has been fever free for 24 hours and is able to participate in all activities, including outside play.
3. Any known exposure to a communicable disease should be reported to the school by parents. Notices will be sent to all parents informing them of the group's exposure to this disease.
4. Holy Trinity Day School will not assume financial responsibility for injury at school.

**II. CONFERENCES**

1. Teachers will schedule conferences with parents in the fall and in the spring. Other conferences will be scheduled if the teacher or parent feels there is a need.
2. The Board reserves the right to make decisions about the continued attendance of a child.
3. After the first six weeks of school, parents are welcome to observe. Appointments for observations should be made with the lead teacher.

**III. TUITION - CLASSES**

1. The application fee of **\$70** for your first child and **\$50** for each sibling is payable in full at the time of registration. This fee is nonrefundable.
2. A deposit equaling the amount of **March 2014** tuition is due by **Tuesday, March 5, 2013** and is nonrefundable.
3. Tuition is due on the first of each month and will be considered past due after the 9<sup>th</sup> after which a \$25 late fee will be applied.
4. If the child is not withdrawn from the Day School during a prolonged absence, the tuition must be paid as scheduled.
5. Each child is expected to be enrolled for the full school year.
6. Tuition is paid in advance monthly, quarterly or annually, payable to Holy Trinity Day School.
7. Children admitted to the Parents Morning Out, Sprout, Toddler, 2, 3, or 4 classes shall be 3 months, 1 yr, 1 ½ yrs, 2 yrs, 3 yrs, or 4 yrs respectively before August 31 of the year in which they are enrolled. Children admitted to the Pre-kindergarten class shall be 5 on or before December 31 or at the discretion of the Director.

<b>Parents Morning Out: 1 day</b>	<b>9:00am – 1:00pm</b>	<b>\$95 per month</b>
<b>Parents Morning Out: 2 days</b>	<b>9:00am – 1:00pm</b>	<b>\$185 per month</b>
<b>Parents Morning Out: 3 days</b>	<b>9:00am – 1:00pm</b>	<b>\$240 per month</b>
<b>Sprouts: W/F</b>	<b>- 9:00am – 1:00pm</b>	<b>\$185 per month</b>
<b>Toddlers: T/TH</b>	<b>- 9:00am – 1:00pm</b>	<b>\$185 per month</b>
<b>2 year olds: T/TH</b>	<b>- 9:00am – 1:00pm</b>	<b>\$185 per month</b>
<b>2 year olds: M/W/F</b>	<b>- 9:00am – 1:00pm</b>	<b>\$240 per month</b>
<b>3 year olds: T/W/TH</b>	<b>- 9:00am – 1:00pm</b>	<b>\$240 per month</b>
<b>3 year olds: T-F</b>	<b>- 9:00am – 1:00pm</b>	<b>\$280 per month</b>
<b>4 year olds: M-F</b>	<b>- 9:00am – 1:00pm</b>	<b>\$325 per month</b>
<b>Pre K: M-F</b>	<b>- 9:00am – 1:00pm</b>	<b>\$325 per month</b>

7. The Director will make final decisions on class assignments.

We have read and understand the Day School policies stated above and agree to comply with them.

Date \_\_\_\_\_ Father's signature \_\_\_\_\_

Date \_\_\_\_\_ Mother's signature \_\_\_\_\_



Usual routine for sleep and rest: Night \_\_\_\_ hours Nap \_\_\_\_ hours

Please list any health information you consider helpful:

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**Behavior and Development**

What are your child's special interests?

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Is your child involved in after school activities?  
Explain

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With whom does your child interact?

Adults? \_\_ Older children? \_\_ Children the same age? \_\_\_\_ Younger children? \_\_\_\_

Has your child experienced any serious illness, operation, death of a loved one, new baby, recent move, etc?

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In what situation does your child experience the greatest success/difficulty?

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Has your child ever been to:

Pre-school \_\_\_\_\_

Sunday School \_\_\_\_\_

Vacation Bible School \_\_\_\_\_

Play Groups \_\_\_\_\_

What trips has your child taken this past year?

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I, \_\_\_\_\_, give my consent for photos of my child to be used in school related literature/school website.

I, \_\_\_\_\_, give my consent for photos of my child to be used on the Holy Trinity Day School Facebook page.

Please provide any additional information that you would like us to know about your child.

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