

## Welcome!

We are very excited about the 2023-2024 school year. Here is some important information about our registration process.

### Registration

- We will contact you if we have questions about your application or if certain days you requested are full. *Registration requests are time-stamped, and classes will be filled first come, first serve.*
- A registration fee is required once the application form is accepted, which is equal to one month's tuition. Space is not guaranteed until payment is received.

The registration fee guarantees your child's enrollment in our school and is non-refundable.

### Tuition

- School tuition is paid on a ten-month schedule (Aug. thru May) and is due by the 15th of each month. Monthly billing statements will be emailed to each family at the beginning of each month.
- If you decide to change the number of days your child will be attending or decide to withdraw your child from our program before the school year begins, you will need to give a one month's notice or a tuition payment will be necessary.

### Activity Fees

- Activity fees are invoiced monthly along with tuition for our Toddler through Kindergarten classes. This fee assists in allowing our children extra opportunities such as Chapel, Spanish, Music, field trips, special holiday crafts and lots more that school tuition cannot cover. The activity fee amount is divided evenly over 10 months.
- Monthly Activity Fees – Toddlers & Two's: \$5.00/month. Three's & Four's: \$10.00/month. Kindergarten: \$15.00/month.

### Important Reminders

- Our school is currently following CDC recommended COVID-19 safety guidelines. More information about our policies can be found in our school handbook, [trinityonthehill.net/preschool](http://trinityonthehill.net/preschool).
- Babies/Toddlers can only attend 2 days a week until they turn two years old. *Currently, we are offering Tuesdays & Thursdays in the Baby Room. We will consider opening more days if enough interest. Please indicate if you would be interested in any days other than Tuesday/Thursday on your form.*
- The 2023-24 school year begins on Monday, August 14th.
- Immunization & release forms for the 2023-24 school year are due before your child begins school. Children cannot attend school without up-to-date forms. Forms can be turned in over the summer to the director's office, emailed to the director, or faxed to us

at 706.738.8824.

- Children enrolling in the Preschool & Kindergarten Programs must be completely toilet trained.
- Tuition payment will be required without one month's notice of withdrawing your children from our program.
- Carefully consider the day or days you want your child to attend our program. Our classes typically fill up very quickly. In the unlikely event that enrollment does not meet our minimum level, the director will be in touch about a possible reduction in days or closure of a classroom.
- If you have any questions, please contact Leanna Dyches, Director (706.738.8822, ext. 131 or [ldyches@trinityonthehill.net](mailto:ldyches@trinityonthehill.net)).

We look forward to a wonderful year full of fun, learning, and growing in the knowledge of our Lord!