



July 2021

Dear Parents:

Welcome to Trinity Lutheran Preschool! We are proud of the wonderful traditions, education, and care we have been providing children and their families for over 60 years. You have chosen a school that is committed to providing a developmentally appropriate Christian environment which recognizes the spiritual, mental, emotional, social and physical needs of the child.

Classes: Classes will begin on **Tuesday, September 7th** for Tuesday/Thursday and Junior Kindergarten classes, and on **Wednesday, September 8th** for Monday/Wednesday/Friday Classes. All classes begin full sessions on their first day. Enrichment and Lunch Bunch will begin the week of September 13th.

Paperwork: The following paperwork for your child must be submitted to the Preschool Office by **July 31st**. Each of these forms can be found on our website at www.tlc-preschool.org.

1. **Physical Examination Report.**
This form is only needed for students **NEW** to our school. **This form needs to be signed by your child's doctor.** We have added a link to our website allowing you to upload a copy of the completed form (take a picture or upload from your files) directly through our website.
2. **Emergency and Personal Information Form.**
Please note that in compliance with state regulation, **every space must be completed.**
3. **Notice of Parental Responsibility Form.**
(This form is required by the Health Department). Our school is inspected by both the State Health and Fire departments and this form provides information related to our most recent inspections. Our education and discipline philosophies are included in our handbook and will be given to you in your child's tote bag.

4. **Authorized Pick Up Form.**

This form is required if you will be having someone pick up your child on a regular basis throughout the year (nanny, grandparent, etc.)

Payments: All payments to Trinity Preschool (tuition, activity fee, lunch bunch, etc.) are done on-line through Brightwheel.

1. **Tuition.** Tuition is figured on the total number of days during the school year and then divided into nine equal payments plus any additional classes (Enrichment, lunch bunch, etc.). Tuition is due on the 1st day of each month beginning September 1. You paid for May at time of registration. If your tuition payment is received after the 5th day of the month, a **\$10.00 late fee** will be added to your account.
2. **Activity Fee.** Each child will be billed an activity fee of \$40.00 per child. This fee covers all special events and supplies during the school year and also provides a tote bag for our students. We ask all students to use our tote bag each day since it was especially designed to hold our artwork.

Please return all completed forms by July 31st. If you have any questions regarding this information, please feel free to contact me.

We are looking forward to meeting all the new families and welcoming back all the returning families!

Sincerely,

CLCole

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