

AFTERNOON ENRICHMENT PROGRAM 2025-26

ENROLLMENT CONTRACT FOR CURRENTLY ENROLLED FAMILIES

**USE THIS FORM ONLY IF YOU PLAN TO ENROLL AS A "REGULAR" PARTICIPANT
AND ARE ALREADY ROSTERED IN A MORNING CLASS.**

You will be contracted for your preferred days and invoiced in advance of the month.

Please review attached policies for further information.

Please see attached for important information regarding program rates, policies and guidelines.

Family Last Name: _____

Child(ren)'s Name: _____ Birthdate: _____

Morning Class: ☐ Early Twos ☐ Late Twos ☐ Threes ☐ Pre-K

Afternoon Enrichment Options

☐ **Skill Builders** ¹ 2 yrs by 9/1/2025 ☐ T Th

☐ **Skill Builders** ¹ 3 yrs by 9/1/2025 ☐ M T W Th F ☐ M W F ☐ T Th

☐ **Pre-K Boost** ² 3.5 years upon start ☐ M T W Th F ☐ M W F ☐ T Th

☐ **Custom Add-On:** ¹

☐ Skill Builders ¹ ☐ Pre-K Boost ² Please circle preferred day(s): M T W Th F

¹ Must also be enrolled in a morning class session. Two-year-olds may only enroll in Tuesday and/or Thursday Skill Builders.

² Pre-K Boost participation is contingent on students having outgrown naps. Nap accommodations are available in Skill Builders.

BILLING

Fees are due in advance, by the first of each month. Drop-ins are billed per day and are posted to the next regular monthly statement.

My signature below indicates my understanding of, and agreement with, the rates, policies and guidelines outlined in the attached. My May tuition deposit is attached (see Rates, next page). The May 2025 tuition deposit secures my child's enrollment and is due with this contract. **This payment is non-refundable**

Parent/Guardian Name (please print): _____

Parent/Guardian Signature

Date

Rates, Policies and Guidelines 2025-26

Extend your child's preschool day with our optional Skill Builders and Pre-K Boost programs. Offered Monday through Friday until 4:00, these programs offer high-quality, play-based settings designed to reinforce and expand upon the skills your child learns in their preschool class. We place a strong emphasis on social-emotional development, helping children build essential skills such as understanding emotions, self-advocacy, forming positive relationships, and developing self-regulation. Additionally, our enrichment activities are developmentally appropriate and focused on enhancing early academic skills, including early literacy, science, math concepts, and problem-solving. This balanced approach ensures that your child is not only prepared for kindergarten but also excited about learning. The child to staff ratio is up to 10:1.

You may sign up as a "regular" for as many days as you need, or your child may drop-in, space permitting, on any day.

Afternoon Enrichment Programs			(Non Co-Op)	
Skill Builders ¹	M - F	1:00 – 4:00	3 yrs by 9/1/25	\$ 680
Skill Builders ¹	M W F	1:00 – 4:00	3 yrs by 9/1/25	\$ 425
Skill Builders ¹	T Th	1:00 – 4:00	2 yrs by 9/1/25	\$ 340
Pre-K Boost ²	M - F	1:00 – 4:00	3.5 yrs upon start	\$ 680
Pre-K Boost ²	M W F	1:00 – 4:00	3.5 yrs upon start	\$ 425
Pre-K Boost ²	T Th	1:00 – 4:00	3.5 yrs upon start	\$ 340
Custom Add-On ¹	1-Day	1:00 – 4:00		\$ 170
Custom Add-On ¹	2-Day	1:00 – 4:00		\$ 340
Drop-In ¹	Daily	1:00 – 4:00	(space permitting)	\$ 50

¹ Must also be enrolled in a morning class. Twos may only enroll in Tuesday and/or Thursday mornings.

² Pre-K Boost participation is contingent on students having outgrown naps. Nap accommodations are available in Skill Builders. Children may transition to Pre-K Boost when no longer napping. (Space permitting.)

Who can attend?

Afternoon Enrichment is available to students enrolled in our morning classes. Please refer to chart above for eligibility criteria. Participants not enrolled in a Trinity morning class session may enroll in Pre-K Boost **only** according to the fixed schedule options of TTh, MWF or M-F.

What are my enrollment options?

Per the available options in the table above, students may participate as "Regulars" or "Drop-Ins", any day of the week regardless of their class schedule;

- ☐ As a **"regular"**, you pay in advance for a secured roster spot on specific day(s) each week.
- ☐ As a **"drop-in"**, you contact the office (email or phone) to request the day(s) you would like your child to stay. This can be as late as right before Afternoon Enrichment begins. (Available to families enrolled in morning classes only.)
 - o Students in all classes participating as "drop-ins" only will be accommodated in the Skill Builders program.

How far in advance can I schedule a Drop-In?

You may schedule drop-ins as far in advance as you'd like, however if another family wishes to add their child as a Regular, and your child is signed up for the last available space, we will give you two weeks notice and honor any drop-in dates you have during those two weeks.

Can my child stay for a shorter time?

Yes, you can pick up your child at any time, however, you will not receive a rate deduction.

What happens if I'm late for pick-up?

A late fee of \$2 per minute will be charged, per child. If you are habitually late, your child may be dismissed from the program.

What is the child to teacher ratio?

Up to 10:1

As a regular, can I trade the regular day I am enrolled for another day?

We are unable to accommodate trade days for the days in which Afternoon Enrichment is open and your child does not attend.

What if I want to withdraw or change my child's Afternoon Enrichment plan?

We require two weeks notice for changes or withdrawal for a child enrolled as a "regular". Please submit your request in writing directly to the preschool office.

What if my child is sick or absent?

Please contact the office as soon as you know your child will not be attending Afternoon Enrichment. We do not offer a refund if a child is unable to attend due to illness or other absence.

What if I sign my child up as a drop-in, and then don't use the day?

Please contact the office as soon as you know your child will not be attending. We often have others waiting for a spot. **If your child is a no-show, and you did not contact the office to cancel, you will be charged a \$25 cancellation fee.**

As a Regular, can I also drop-in on other days if needed?

Yes, provided there is availability. You will be charged the drop-in rate.

Is there a Waitlist?☐ Enrollment as a Regular

We maintain a waitlist for families who want to enroll as a "regular" on a day that is full. Parents/Guardians will be notified when a spot opens up. Please contact the office to be placed on a waitlist.

☐ Participation as a Drop-In

If the day you prefer is full with Regulars, we will add your child(ren) to a waitlist. Openings may be dependent upon absences, so while we are happy to waitlist your child for a given day, we may not know if we have an opening until the actual day arrives. Children are waitlisted on a first come, first served basis. Parents/Guardians will be notified as soon as we are aware of our enrollment status. For either option, please contact the office if you would like your child(ren) added to a waitlist.