

# Trinity Learning Center (TLC) 2024-2025 Registration Form

Please complete this form in its entirety. Please write legibly and in black ink.

Child's Full Name: \_\_\_\_\_ Preferred Name \_\_\_\_\_

Birthdate (mm/dd/yr) \_\_\_\_\_ Child is: \_\_\_\_\_

Calculate child's age in months as of August 15, 2024 \_\_\_\_\_ Months

## Section 1: Household Information

Mother's Name: \_\_\_\_\_ Father's Name: \_\_\_\_\_

Mother's Phone: \_\_\_\_\_ Father's Phone: \_\_\_\_\_

Mother's Email: \_\_\_\_\_ Father's Email: \_\_\_\_\_

Marital Status: \_\_\_\_\_ Custody Held by: \_\_\_\_\_

Primary Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Currently enrolled students may skip to Section 3

## Section 2: Student Information (New Students Only)

Has your child ever attended a childcare program before? \_\_\_\_\_

If so, what program(s) has your child attended? \_\_\_\_\_

Did your child enjoy preschool? \_\_\_\_\_ Explain: \_\_\_\_\_

If you have attended another school(s) before, what were your reasons for leaving? \_\_\_\_\_ N/A

How did you hear about TLC? \_\_\_\_\_

Did someone refer you to TLC? Please tell us who.  
\_\_\_\_\_

## Section 3: Priority Information

Did your child attend TLC last year? \_\_\_\_\_

Did your child have a sibling attend TLC last year? \_\_\_\_\_

Does a parent of this child serve or have ever served in the military? \_\_\_\_\_

Are you a member of First Farragut United Methodist Church? \_\_\_\_\_

## Section 4: Preferred Days

PLEASE READ CAREFULLY! Select your class preference by numbering them in order of priority. Place a 1 next to your first choice, a 2 next to your second choice, etc. If you are selecting Monday-Friday for a child 3 and under, you are choosing to be enrolled in both the 2 and 3 days classes as there is not a specific 5 day class for these ages. If your first choice is not available, you will automatically be placed in your second choice and put on the waitlist for your first. If you can only accept one option, do not put a second choice. This will not enroll you in any option other than your first choice and will place you on a wait list if that is not open. We will notify parents of placement or waitlist status by March 1st.

\_\_\_\_\_ 2 day - Monday/Wednesday

\_\_\_\_\_ 3 day - Tuesday/Thursday/Friday

\_\_\_\_\_ 3 day - Monday/Wednesday/Thursday **(option for 4's only)**

\_\_\_\_\_ 4 day - Monday/Tuesday/Wednesday/Friday **(option for 4's only)**

\_\_\_\_\_ 5 day - Monday-Friday

**\*Note: Our Fab 5's class is only offered as a 5 day/week class.**

**Children enrolling in a 3's or older classroom must be potty trained and wearing underwear before the first day of school. We will check with potty training families later in the summer to ensure the best class placement.**

Is your child potty trained? \_\_\_\_\_

Please write down any information that might help us place your child in a class ( special days needed, special educational needs, health, or dietary restrictions, etc.)

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*If wishing to enroll in extended care, please complete the Extended Care Registration Form as well.*

## Section 5: Payment, Communication, and Parent Signature

A registration fee of \$200 per child is required to complete this registration process. Registration for additional siblings is discounted to \$125 (i.e., 1 child=\$200, 2 children= \$325, 3 children= \$450). New families can pay with cash or a check at the time of registration. Current TLC families will be billed through Brightwheel. This fee must be paid within 48 hours to confirm your placement. Your registration fee is non-refundable for any reason if your child is placed in a class. If your child is not placed in the program, you will be placed on the waitlist and there will be no charge.

For new families, once your child is placed in a class, you will be sent an invitation to Brightwheel, our online communication system. We will use this to communicate with you going forward. You will need to follow the prompts on your invitation to set up your account. Please turn on notifications so you are aware of any new messages.

Once enrolled, you will receive an enrollment packet in March that is due back by April 15th. Tuition is divided into 10 equal monthly payments. Your first tuition payment will be due by May 15, 2024, to confirm your commitment for the upcoming school year. This tuition payment is non-refundable. Remaining tuition will be due on the 15th of each month beginning in August 2024 and running through April 2025. TLC tuition rates are based on the number of class days offered, with holidays and school closings days factored into the fees. Rates are adjusted for late enrollment.

**I have read and understand the policies above and have filled out all information to the best of my knowledge. I understand that if TLC is unable to provide my first choice class, I will automatically be enrolled in my second or third choice class in the order indicated and can be added to a waitlist for my first choice. If no class is available, we will notify you and confirm if you would like to be added to our waitlist.**

Parent Signature: \_\_\_\_\_

## Extended Care Registration Form

This form is only for students wishing to enroll in extended care. It must be completed along with a Trinity Learning Center Registration Form. These must be turned in together at the time of registration. All policies listed on the registration form also apply to extended care registration. Tuition paid in May does not include extended care. This will be added to your monthly payment beginning in August and running through your last tuition payment in April. The extended care program follows the same calendar as the regular program.

**Children must be at least 2 years old to enroll in extended care.**

Please check the hours and number of days you would like your child enrolled in extended care.

**If enough children do not sign up and we have to close extended care, you will be notified by February 28, 2024.**

	1 day/ week	Every Day Attended	Certain Days:  Please Note
8:00-9:00 am only			
2:00-3:15 pm only			
Both 8-9 am & 2-3:15 pm			

Please note any specific extended care needs: \_\_\_\_\_

### Parent Agreement for Registration

I wish to enroll my child in the above listed days and time for extended care for the 2024-2025 school year. This will be an additional fee that will be added to my monthly tuition statements. If any of the days or times are not available, Trinity Learning Center staff will notify you before placement is finalized. I understand that once registration is finalized, your registration fee is non-refundable.

Parent Signature: \_\_\_\_\_