

Trinity Child Development Center

Trinity United Methodist Church • 1400 Oxmoor Road • Homewood, AL 35209
(205) 879-1749 – Phone • (205) 868-9714 – Fax
http://www.trinitybirmingham.com/kids/weekday_programs

November 20, 2015

Dear Families,

Trinity Child Development Center is now registering for September of 2016. TCDC offers both full time childcare (“Extended-care”) and a morning Kindergarten program (“Kindergarten-only”). **Enrollment is based on your child’s age on September 1, 2016.**

Extended-care is offered for children ages 12 months through 5 years. Our center is open for Extended-care on weekdays from 7:00 AM to 6:00 PM from September through August, with the exception of closures for holidays and staff development. Three-, four-, and five-year-old children in the Extended-care program are automatically included in the morning Kindergarten program during the school year and Summer Fun Camps during the summer with no additional tuition required. Children in the Extended-care program are served a hot lunch and two snacks each day.

Our morning **Kindergarten** program is for children ages three, four, and five years old. Kindergarten is offered on weekdays from 9:00 AM to 1:00 PM from September through May, and generally follows the Homewood school system in regard to **holidays**. Children enrolled in the Kindergarten-only program may “**drop-in**” to attend the Extended-care program in the early mornings, afternoons, and on days when Kindergarten is not in session if TCDC is open for Extended-care. The drop-in rate is \$8.00 per hour, or any part of an hour over 15 minutes, and the office should be contacted in advance to confirm that a spot is available for your child on the date and time you would like to use the drop-in service. Children in the Kindergarten-only program are served a morning snack each day and must bring their lunch from home.

Attached to this letter is our registration form. If you wish for your child to attend TCDC next year, you must fill out a registration form and return it to the TCDC office. Please complete the top section of the form and then check the Extended-care or Kindergarten-only option that you would like to choose for your child. The registration fee is \$125 per child and must be returned with the registration form. The registration fee is not applicable to tuition and is non-refundable if a place is available at TCDC for your child. Please sign the registration form at the bottom.

Registration forms and fees will be accepted beginning December 2, 2015. Please fill out a separate registration form for each child in your family. Forms may be returned to the TCDC office during office hours of 7:00 AM until 6:00 PM or mailed to the address above.

Children may be registered for TCDC in the following order:

1. **November 30, 2015:** Children of Trinity staff members
2. **December 2, 2015:** Children currently enrolled in TCDC who will be re-enrolled in the same program (Extended-care or Kindergarten-only) for the 2016-2017 contract year
3. **December 7, 2015:** Children currently enrolled in TCDC who will change programs for the 2016-2017 contract year; Children currently enrolled in PDO; Siblings of children currently enrolled in one of Trinity's week day programs
4. **January 6 2016:** Children of church members who are not currently enrolled in Trinity's weekday programs
5. **January 13, 2016:** Open registration

Please remember that enrollment is on a first-come, first-served basis and space is limited. Registration forms will be numbered and dated as they are received.

Student contracts for the 2016-2017 school year will be mailed by **February 24, 2016** to all registered students for whom we have a place. Students for whom we do not have a place will remain on a waiting list and their parents will be notified. Signed contracts and supply fees should be returned to the school office before **March 24, 2016**. Your child's enrollment is not complete until both the signed contract and supply fee have been returned to the school.

Supply fees that must be returned with the 2015-2016 contract will be:

1. \$140 for children who attend 3K three days each week (M/W/F).
2. \$190 for children who attend five-day programs.
3. \$225 for children who attend the extended care program.

Please remember that children must be registered for enrollment each year. Neither current enrollment nor placement on our waiting list will carry over from year to year.

Additional registration forms are available in the TCDC office. Please call the office if you would like to schedule a visit to our school, talk with the directors, or if you have any questions about registration.

Sincerely,

Sincerely,

Ann S. Browning

Rhonda P. Byrd

Ann S. Browning
TCDC Director
abrowning@trinitybirmingham.com

Rhonda P. Byrd
TCDC Assistant Director
rbyrd@trinitybirmingham.com

TCDC OFFICE USE ONLY: Date Received: _____ Time Received: _____ Registration #: _____
 Registration Fee Received: _____ Amount Paid: _____ Check #: _____

Trinity Child Development Center 2016-2017 Registration

Child's Full Name: _____

Name Child is Called: _____ Boy _____ Girl _____

Child's Date of Birth: _____ Age on September 1, 2016: _____

Parents' Full Names: _____

Mother's Cell Phone: _____ Mother's Work Phone: _____

Mother's Email Address: _____

Father's Cell Phone: _____ Father's Work Phone: _____

Father's Email Address: _____

Child's Home Address: _____

Home Phone: _____ Child Lives With: _____

Are you a member of Trinity United Methodist Church?

_____ Yes. Registration for members begins at 7:00 AM on Wednesday, January 6, 2016.

_____ No. Registration for the community begins at 7:00 AM on Wednesday, January 13, 2016.

Please mark the option for which you would like to register your child:

Extended Care is offered September through August, Monday-Friday from 7:00 AM to 6:00 PM.	
Toddler One (must be 12 months old by 9/1/2016).....	\$875/month
Toddler Two (must be 18 months old by 9/1/2016).....	\$860/month
Young Threes (must be 30 months old by 9/1/2016).....	\$840/month
Three-year-old Extended Care (includes Kindergarten; must be 3 years old by 9/1/2016).....	\$810/month
Four-year-old Extended Care (includes Kindergarten; must be 4 years old by 9/1/2016).....	\$810/month
Five-year-old Extended Care (includes Kindergarten; must be 5 years old by 12/1/2016).....	\$810/month
Kindergarten is offered September through May from 9:00 AM to 1:00 PM.	
3-day, Three-year-old Kindergarten-only Program (MWF; must be 3 years old by 9/1/2016).....	\$270/month
5-day, Three-year-old Kindergarten-only Program (must be 3 years old by 9/1/2016).....	\$355/month
5-day, Four-year-old Kindergarten-only Program (must be 4 years old by 9/1/2016).....	\$355/month
5-day, Five-year-old Transitional Kindergarten-only Program (must be 5 years old by 12/1/2016).....	\$355/month

\$125.00 Registration Fee Must Be Returned With Registration Application. Registration is not complete until payment is received in the TCDC office. Classes are filled on a first-come, first served basis. The Registration Fee is not refundable if a space is available at TCDC for your child. Tuition amounts will be the same for all months, regardless of the number of days offered or attended.

Signature of Parent/Legal Guardian: _____ **Date:** _____