

April 9, 2024

Dear Trinity Parents,

Trinity's Extended Day (TED) program, licensed by the state of Maryland, offers a nurturing, fun-filled environment. The TED program is located throughout the Trinity School campus: Kindergarten classrooms, cafeteria, gymnasium, Library and Computer Lab, and Preschool classrooms located in St. Joseph's Hall. The children in Kindergarten through Grade 2 are met and escorted to TED daily.

While not required, we recommend the children bring a change of clothes to save wear and tear on uniforms; a supervised changing time is provided. Snack time is between 3:30 and 4 pm daily. We have scheduled homework time daily with staff help available. All students who have homework will participate unless the staff is notified otherwise by the student's parents. We do not offer a homework room on Friday. We make use of the playground, weather permitting. We do not permit use of cell phones and /or Smart watches. The TED policies are in the Trinity Student Handbook.

### **Trinity Extended Day (TED) Calendar**

TED follows the Trinity School calendar for closures. Please see dates for school closures and early dismissal dates.

### **TED Enrollment**

Due to Maryland State licensing requirements, we have limited spots for enrollment. While we make every effort to accommodate your child(ren)'s selections, registration will be on a first-come, first-served basis. Enrollment is not completed without complete forms listed and medications.

- Session changes may be made effective September 30<sup>th</sup> and January 1<sup>st</sup>. No other changes and or additions will be made prior to these dates.
- **Ted enrollment is based on a first come basis.**
- **ENROLLMENT DEADLINE IS FRIDAY APRIL 12<sup>TH</sup> AT NOON**

### **Prekindergarten and K-Transition Number of Available Spots**

<b>Before Care Services (7:00 a.m. - 8:30 a.m.)</b>	
<b>Preschool - K-Transition</b>	15 spots
<b>After Care Monday – Friday (3:30 pm – 5:30pm)</b>	
<b>Preschool - K-Transition</b>	25 spots

### **Kindergarten through 8<sup>th</sup> Grade Number of Available Spots**

<b>Before Care Services (7a.m. - 8:00 a.m.)</b>	
<b>Kindergarten through 8<sup>th</sup> Grade</b>	15 spots
<b>After Care Monday – Friday (3:15pm-5:30pm)</b>	
<b>Kindergarten &amp; 1st Grade</b>	15 spots
<b>2<sup>nd</sup> - 4<sup>th</sup> Grades</b>	15 spots
<b>5<sup>th</sup> - 8<sup>th</sup> Grades</b>	15 spots

The following are required to complete your child(ren)'s TED registration:

1. Initialed and signed TED Enrollment Agreement(s).
2. A copy of your child(ren)'s Maryland State Health forms, Medical Action plans, and Maryland State Emergency Form **must be on file** in the Nurse's Office by **Monday, July 15<sup>th</sup>**. *Forms are located on the Trinity website under Parent/Health Office Information under Health Forms and click on the link to open forms.*
3. A **second set of over the counter** (OTC) medications, daily medications, PRN medications, asthma, and allergy medications (Epi-pens) are needed in the TED Office by Tuesday, **August 20<sup>th</sup>**.

TED enrollment agreements are due by **Friday, April 12<sup>th</sup> Noon**. Once spots are filled you will be notified, and your child's enrollment will be placed on the wait list. Please email completed TED contract(s) for each child to: [TED@trinityschoolmd.org](mailto:TED@trinityschoolmd.org). **TED enrollment received after Friday, April 12<sup>th</sup> noon will be date stamped and placed on a waiting list; no exceptions will be made. We will notify you when an opening becomes available.** All medical paperwork and medications/plans are due to the school nurse by **Tuesday, August 20<sup>th</sup>** to include TED medications.

If you have any questions, please feel free to contact me at [blaw@trinityschoolmd.org](mailto:blaw@trinityschoolmd.org) or Kathy Sibol, Assistant Director, at [ksibol@trinityschoolmd.org](mailto:ksibol@trinityschoolmd.org) or call the TED Office at 410.455.9825. Once again, Mrs. Sibol and I along with our management team would like to thank you for choosing TED and we look forward to working with you during the upcoming school year!

Warmest Regards,

Barbara Law  
Director, Preschool & Trinity Extended Day

Kathy Sibol  
Assistant Director, Preschool & Trinity Extended Day