



TRINITY SCHOOL

A Place Where Children Learn to Love Learning

4985 Ilchester Road
Ellicott City, MD 21043
(410) 744-1524

www.trinityschoolmd.org Fax: 410-744-3617

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April 21, 2023

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 3:15 and 3:45 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.

- Session changes may be made effective October 2nd and January 1st. No other changes and or additions will be made prior to these dates.
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Preschool, Pre-K and K-Transition Number of Available Spots

Before Care Services (7:00 a.m. - 8:30 a.m.)	
Preschool - K-Transition	15 spots
After Care Monday – Friday (3pm – 5:30pm)	
Preschool - K-Transition	20 spots

Kindergarten through 8th Grade

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



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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 **Friday, July 14th**. *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 **August 25th**.

IMPORTANT NOTE TO PARENTS/GUARDIANS

The Health Room closes daily at 3:30pm. There is no nursing coverage for after school activities. If your child requires medical supervision after school, a parent/guardian must contact the school nurse to make the necessary plans or arrangements. The appropriate care and guidelines will be delegated to the supervising adult.

Please leave any toys, games, electronics, and other play items at home. If any of these items are brought, they will be retained by the staff and will only be released to the parents and/or guardians at pick up time. Trinity Extended Day (TED) cannot be responsible for lost or stolen items. Foul language, disrespectful actions or remarks are not acceptable. Fighting (verbal or physical) is not tolerated and may result in suspension from the program. Any intentional destruction of program property or equipment will also result in early dismissal from the program and the parent and/or guardian may be held responsible to pay for any damages.

TED enrollment agreements are due by **July 14th**. Email completed TED contract(s) for each child to: TED@trinityschoolmd.org. All medical paperwork and medications/plans are due to the school nurse by **August 19th** to include TED medications. **TED enrollment received after July 14th will be date stamped and placed on a waiting list; no exceptions will be made. We will notify you when an opening becomes available.**

If you have any questions, please feel free to contact me at blaw@trinityschoolmd.org or Kathy Sibol, Assistant Director, at 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



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