



2802 Belvedere Drive – Billings, MT 59102
School – 406.656.1021 - Daycare – 406.651.1016
www.trinitybillings.org

We are encouraging families to enroll for next year online through Sycamore at <https://app.sycamoreschool.com/enroll.php?schoolid=3030>

If you have been unable to enroll for next year using Sycamore you may fill out this enrollment form and the attached documents and return them to the school office.

If you have already enrolled through Sycamore please do not fill out these forms.

ENROLLMENT FORM FOR 2020-2021

Parent Name(s) _____

Address _____ Zip Code _____

Home Phone _____ Cell Phones: Father _____ Mother _____

E-mail addresses: _____

Family Church Membership (Name & Address of Church) _____

Children Registering for Preschool and Pre-K – must be 3 years old and potty trained

Name: _____ M ___ F ___ Age _____ Birthday _____ 2 Day _____ 3 Day _____ 5 Day _____

Name: _____ M ___ F ___ Age _____ Birthday _____ 2 Day _____ 3 Day _____ 5 Day _____

Preference for T/TH - 2 day preschool – ages 3+ _____ A.M.(8:15-11:15) _____ P.M. (12:00-3:00)

Preference for M/W/F - 3 day preschool – ages 3+ _____ A.M.(8:15-11:15) _____ P.M. (12:00-3:00)

Preference for 5 day pre-K – ages 4+ _____ A.M.(8:15-11:15) _____ P.M. (12:00-3:00)

We will be utilizing the daycare facility: _____ Full Time with Preschool _____ Part time with Preschool

My child will be attending kindergarten at Trinity the following year _____ Yes _____ No

Children Registering for Grades K – 8 - Please list grade child will be in next year.

Name: _____ M ___ F ___ Grade _____ Birthday _____ Baptism Birthday _____

Name: _____ M ___ F ___ Grade _____ Birthday _____ Baptism Birthday _____

Name: _____ M ___ F ___ Grade _____ Birthday _____ Baptism Birthday _____

Name: _____ M ___ F ___ Grade _____ Birthday _____ Baptism Birthday _____

KINDERGARTEN: FIRST PREFERENCE: _____ A.M. (8:15-11:15) _____ P.M. (12:00-3:00)

_____ Can switch first preference if necessary _____ Cannot switch

Planning on attending Grade 1 at Trinity the following year _____ Yes _____ No

Date: _____ Parent/Guardian Signature _____

Trinity Lutheran School admits students of any race, color or national ethnic origin.

Please attach enrollment fee: K-8 is \$225 per child; preschool is \$150.00 per child; a maximum of \$425.00 per family.

Enrollment Fee Attached: _____

For office use only: Amt. received _____ Date Received _____ Check # _____ Received by _____

Family Emergency Contact Information

Please list the names of two local relatives or friends to contact in case of emergency:

Name Relationship to Child(ren) Phone #

Name Relationship to Child(ren) Phone #

Student Health Information

Child #1 _____

NAME – First – Middle - Last

1. The above child is allowed to take Ibuprofen Yes ___ or No ___ Acetaminophen (Tylenol) Yes ___ No ___
2. Known Allergies _____
3. Symptoms to watch for and when Epi-Pen should be used _____
If an Epi-Pen is at the school, where is it located _____
2. Medical Issues _____
3. Daily Medications _____
4. Insurance Company _____ Policy Numbers _____

Child #2 _____

NAME – First – Middle - Last

1. The above child is allowed to take Ibuprofen Yes ___ or No ___ Acetaminophen (Tylenol) Yes ___ No ___
2. Known Allergies _____
3. Symptoms to watch for and when Epi-Pen should be used _____
If an Epi-Pen is at the school, where is it located _____
2. Medical Issues _____
3. Daily Medications _____
4. Insurance Company _____ Policy Numbers _____

Child #3 _____

NAME – First – Middle - Last

1. The above child is allowed to take Ibuprofen Yes ___ or No ___ Acetaminophen (Tylenol) Yes ___ No ___
2. Known Allergies _____
3. Symptoms to watch for and when Epi-Pen should be used _____
If an Epi-Pen is at the school, where is it located _____
2. Medical Issues _____
3. Daily Medications _____
4. Insurance Company _____ Policy Numbers _____

Child #4 _____

NAME – First – Middle - Last

1. The above child is allowed to take Ibuprofen Yes ___ or No ___ Acetaminophen (Tylenol) Yes ___ No ___
2. Known Allergies _____
3. Symptoms to watch for and when Epi-Pen should be used _____
If an Epi-Pen is at the school, where is it located _____
2. Medical Issues _____
3. Daily Medications _____
4. Insurance Company _____ Policy Numbers _____

Family and Student Agreements

Student(s) Names _____

Photo and Video Release

I understand that photos and/or videos of my child(ren) will be used internally at Trinity (Sycamore class pages, etc.) and in Trinity's yearbook.

I further give permission for photos and/or videos of my child(ren) to be used publicly to share what is happening at Trinity (School newsletter, School Facebook Page, School website, etc.). I understand that by selecting "No", my child(ren) may be excluded from participating in certain school-wide activities. Yes _____ OR No _____

Handbook Sign Off Sheet

The handbook is available at trinitybillings.org under "School" – "Forms and Documents". If you would like a copy emailed to you please call the office. Paper copies of the handbook are available at the school office.

I hereby affirm that I have read the Student Handbook and discussed its policies with my student. I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Student Handbook.

I understand that the standards of the school do not tolerate profanity, obscenity in word or action, dishonor to the Holy Trinity and the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.

We have specifically gone over the items concerning (please initial)

- ___ Bullying Guidelines and Discipline
- ___ Internet Use Policy
- ___ Technology Use
- ___ Use of photos for publication and internet
- ___ Volunteer Guidelines and Policy

I understand that the services of the school are engaged by mutual consent, and that either the school or I reserve the right to terminate any or all services at any time. I understand that this Handbook does not contractually bind Trinity Lutheran School and is subject to change without notice by decision of Trinity's Board of Christian Education. Admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years.

Signature of Mother _____ Date _____

Signature of Father _____ Date _____

Students in Grades 7 & 8 Only

Please read the following statement carefully and sign below to indicate your agreement.

I hereby affirm that I have read the Student Handbook. I certify that I consent to, and will submit to all governing policies of the school, including all applicable policies in the Student Handbook.

I understand that this Handbook does not contractually bind Trinity Lutheran School and is subject to change without notice by decision of Trinity Lutheran School's Board of Christian Education.

I understand that admission to the school is a privilege, not a right, and that any behavior, either on or off campus, which is not consistent with the school's standards could result in the loss of that privilege.

Signature of Student _____ Grade _____ Date _____

Signature of Student _____ Grade _____ Date _____

Please sign and return this page of the handbook to the office with your enrollment form.

Enrollment and Tuition Information

Dear Parents,

Greetings from Trinity Lutheran School. Thank you for choosing Trinity for your children's education!

This is the order in which students will be enrolled into class until the class fills:

1. Current students and their siblings completing enrollment by April 1st.
If there are more current students than class spots, current families who have been at Trinity the longest will receive first priority.
2. Trinity Member who have completed enrollment by April 1st
3. New students based on date of completed enrollment.

If you have not already done so, please provide the office with a copy of each child's birth certificate and current immunization records. Students entering 7th grade will need to have their Tdap booster.

To complete your enrollment you must do the following:

1. Tuition must be current. If this year's tuition is not at current status your child(ren) might not be re-enrolled until the tuition is paid, The Board could also require that the following year's tuition be paid in full before the new school year begins.
2. Complete online enrollment at <https://app.sycamoreschool.com/enroll.php?schoolid=3030> or if unable to complete enrollment online complete this paper enrollment form.
3. Enrollment fee of **\$225.00** (non-refundable) per student, **\$425.00** maximum per family, turned in to the office no later than April 1.

We will begin notifying new families of their enrollment status on April 2. Some of our classes may have a waiting list, so it is very important that these dates are followed. This is especially true of our Kindergarten program which will have a combined total of 28 students or 14 per session. If you have a child who will be entering Kindergarten, please enroll as soon as possible so that we may put them on our list. Failure to follow these steps could result in loss of your spot. **Children must be 5 by September 10 to begin Kindergarten.** There are no exceptions to this policy.

Monthly tuition & daycare payments will be due by the 15th of each month. Tuition for Pre-K and preschool is payable in nine equal monthly payments, and the first payment is due on Registration Day in August. Daycare fees for full time must be paid at the beginning of the month they will be incurred. Part-time will be billed at the end of the month and must be paid by the 15th.

Families paying tuition for grades K – 8 will be set up on a 10 month payment plan and may contact the office if they prefer to change to an 11 or 12 month plan. If you would like to use the 12-month payment option for tuition, your first payment will be due by July 15th.

Electronic payments are available through Sycamore under "My Accounting" then "Summary". You may also pay with a check at the office.

Word of mouth has always been our most effective means of letting people know about Trinity. So, as a special incentive for our returning families in grades K - 8, **we are offering a \$500 credit to your tuition account for any new family that enrolls in kindergarten through 8th grade and indicates that it was because of your recommendation they chose to enroll their children.**



2020-2021 Tuition and Fees

Actual Cost to Educate a Child at Trinity (K-8) is over \$6,200/year

Monthly Tuition Rates	12 Month Plan <small>(1st payment in July)</small>	11 Month Plan	10 Month Plan	9 Month Plan <small>(Preschool only)</small>	Annually
2-Day Preschool (3+ yrs old) <small>(Tu/Th 8:15-11:15am or 12:00-3:00pm)</small>	NA	NA	NA	\$160	\$1,440
3-Day Preschool (3+ yrs old) <small>(M/W/F from 8:15-11:15am or 12:00-3:00pm)</small>	NA	NA	NA	\$190	\$1,710
Pre-K (4+ yrs old) <small>(M-F from 8:15-11:15am or 12:00-3:00pm)</small>	NA	NA	NA	\$339	\$3,050
Pre-K: Tuition with Trinity Member Scholarship <small>(M-F from 8:15-11:15am or 12:00-3:00pm)</small>	NA	NA	NA	\$211	\$1,900
Kindergarten (5+ yrs old) <small>(M-F from 8:15-11:15am or 12:00-3:00pm)</small>	\$254	\$277	\$305	NA	\$3,050
Kindergarten: Tuition with Trinity Member Scholarship <small>(M-F from 8:15-11:15am or 12:00-3:00pm)</small>	\$158	\$173	\$190	NA	\$1,900
Grade 1-8: Tuition for First Student	\$433	\$473	\$520	NA	\$5,200
Grade 1-8: Tuition with Second Student Scholarship*	\$371	\$405	\$445	NA	\$4,450
Grade 1-8: Tuition with Third+ Student Scholarship*	\$317	\$345	\$380	NA	\$3,800
Grade 1-8: Tuition with Trinity Member Scholarship* <small>(same rate for multiple students)</small>	\$238	\$259	\$285	NA	\$2,850

* Cannot receive both Trinity Member Scholarship and Multiple Student Scholarship for same child

Daycare Rates	
Hourly Rate	\$4.75
Day Rate (7+ hours)	\$32
Monthly Rate	\$550
Before and After Preschool <small>(Per month, in addition to tuition)</small>	\$440
Before & After Kindergarten or Pre-K <small>(Per month, in addition to tuition)</small>	\$365

Enrollment Fees	
PS and Pre-K	\$150 (Max. \$425/family)
K-8	\$225 (Max. \$425/family)
Expansion Fee	\$200/family (K-8 only) This is to help off-set the cost of a \$2M expansion in 2016. Once the project is paid for this fee will no longer be applied.