



*We love because
God first loved us*

1 John 4:19

Student Handbook

Table of Contents

Trinity UMC Preschool Staff.....	4
PURPOSE, PHILOSOPHY, PROMISE.....	5
GOALS.....	5
ADMITTANCE.....	6
HOURS OF OPERATION.....	6
ATTENDANCE.....	6
ARRIVAL.....	6
DEPARTURE.....	7
CAR LINE DIRECTIONS.....	7
ENTRANCE AND PARKING.....	7
TRACKING OF CHILDREN.....	7
NO-PEANUT POLICY.....	8
SNACK TIME.....	8
LUNCH BUNCH.....	8
SCHOOL CLOSINGS.....	9
WEATHER GUIDELINES.....	9
WEATHER AND OUTDOOR PLAY GUIDELINES.....	9
BIRTHDAYS.....	9
HOLIDAYS.....	9
VOLUNTEERING AT TRINITY.....	10
FIELD TRIPS.....	10
CAR SAFETY.....	10
SPECIAL PROGRAMS.....	10
COMMUNICATION WITH OUR PRESCHOOL FAMILIES.....	11
BRIGHTWHEEL APP.....	11
TEACHER CONFERENCES.....	12
NEWSLETTERS/CALENDARS.....	12
FACEBOOK.....	12
CONFIDENTIALITY POLICY.....	12
HEALTH AND SAFETY.....	12
EXPOSURE CONTROL PLAN.....	13

REQUIRED FORMS.....	13
EMERGENCY MEDICAL FORMS.....	13
ILLNESS.....	13
MEDICATION.....	13
EMERGENCY PLANS.....	13
DISCIPLINE.....	14
BITING/ HARMFUL BEHAVIOR POLICY.....	14
CLOTHING AND BACKPACKS.....	15
SPIRIT GEAR.....	15
REGISTRATION POLICIES.....	15
SUPPLY FEES.....	16
TUITION GUIDELINES.....	16
MONTHLY TUITION FEES.....	16
LATE FEES.....	17
DROP-INS.....	17
LEAVING THE PROGRAM.....	17

Trinity UMC Preschool Staff

Tyler Strange	Pastor
Lea Ann McGlothin	Preschool Director
Laura Aucott	Preschool Assistant
Amanda Armstrong	1K Teacher
Brittany Honeycutt	1K Teacher
Jenna Towns	2K Teacher
Brittany Beason	2K Teacher
Faith Weigle	2K Teacher
Danielle LeBow	2K Teacher
Katie Massotti	3K Teacher
Karen Gerard	3K Teacher
Sarah Roland	3K Teacher
Christy Dean	3 Day 3K Teacher
Kacie Sholty	4K Teacher
Leigh Winkler	4K Teacher
Harley Tufts	4K Teacher
Ashley Henry	Music and Movement & Trinity in Motion Teacher

This handbook outlines major policy and general program practices. Each parent is given a copy at the beginning of the school year. You can also find this on our website at www.trinityumcaiken.org.

PURPOSE, PHILOSOPHY, PROMISE

The purpose of Trinity UMC Preschool is to serve families of the church and community by providing a program for children ages 6 months through 4K. Trinity Preschool offers an early childhood program that will benefit each child with his/her individual development within a nurturing Christian atmosphere. The staff takes great pride in our program. We are all CPR certified and are continually researching and finding new and exciting ways to engage and teach the children.

We believe that children grow and develop to their fullest capacity when given the opportunity to explore, create, and problem solve with materials which are appropriate to their development age. A child's intelligence and creativity are strongly affected by his/her experiences. Children learn best through play. Their play teaches socialization skills, cognitive learning, physical interaction, emotional release, and aesthetic growth. The pathway of learning through play connects the interest centers, art experiences, and the many other activities encountered in the preschool environment. At Trinity, there will be many hands-on-learning activities.

We promise that your child will always feel welcome and loved here at Trinity. We promise that they will learn something new every day. Some days they will bring it home in their hands. Some days they will bring it home in their heads, and some days they will bring it home in their hearts.

GOALS

- To foster a love of learning at an early age
- To expose the children to developmentally appropriate skills in pre-reading, science, social studies, math, writing, etc.
- To increase language, cognitive, gross, and fine motor skills
- To encourage independence
- To help develop social /emotional skills.
- To encourage creativity and use of imagination
- To provide a loving, safe environment
- To provide each child with the knowledge that God loves them and what it means to be a child of God.

ADMITTANCE

Trinity UMC Preschool welcomes all children and does not discriminate because of race, religious, physical, or mental differences. However, our facilities, equipment, staff training, and ratio numbers limit our ability to meet the needs of some students. Students with learning disabilities, emotional disturbances, hyperactive behavior, or severe visual, auditory, or learning impairments. When special needs are moderate to severe, a learning environment with specialized instructors may be required. Therefore, admittance and continuance in our program will be considered and reviewed on an individual basis by the director and preschool board.

1K students must be 6 months to attend.

2K students must be 2 years old by September 1st.

3K students must be 3 years old by September 1st and potty trained.

4K students must be 4 years old by September 1st.

HOURS OF OPERATION

Monday -Thursdays 9:00-12:00. There is also the option to stay for lunch bunch until 1:00. You may reach the director in the office between the hours of 8:30-1:30 Monday – Thursdays. Families are provided with information on how to reach the director after hours. This includes by email, text, and phone call.

ATTENDANCE

It is extremely important that your child be present at school. Good school routines and habits at an early age will help your child be more successful in the years to come. When children are late or absent from school, they will miss valuable opportunities socially and intellectually. Teachers will not be able to make up what your child misses. Please try your best to avoid any unnecessary absences.

ARRIVAL

Morning arrival is 8:55-9:10 each day. We encourage parents to utilize car line. However, you are welcome to walk your child to the door of their classroom as well. We do ask that you keep conversations with staff and others inside the building to a minimum, so that we can keep the children on their schedules and staff can give the children their undivided attention. This also allows our children to see where their classrooms/teachers are more clearly. We are happy to set up a conference should you need more time to speak to your child's teacher. Parents, please be patient as our car line staff must walk our 1K and 2K students directly to their teachers.

DEPARTURE

Pick up time is 11:55-12:10 each day or 12:55-1:10 if attending lunch bunch. To ensure safety, no one is allowed to enter the building at pick up time. Each child has a color-coded car line tag with their name and grade on it. We ask that you hang this up in your rear view mirror each day even if we know you/your car. This is an added safety measure for our students.

We do realize that sometimes car line can be harder for those with younger or multiple children. You may walk to the white awning to get your child if that works better than driving in the car line. However, we ask that you remain on the sidewalk in an **orderly line** and have your car line tag ready to show. Do not crowd the door or awning. We will call these children's names **in between** loading up the others. If anyone other than a parent/legal guardian is picking up your child, the director must be notified in advance. A photo ID will be required if the person picking up is unknown to our staff.

CAR LINE DIRECTIONS

You will enter the car line on Crestwood Drive and pull up to the door with the white awning. Trinity staff will escort your child in and out of the building each day. Please **WAIT** for the staff person to come to you. Children are NOT allowed to leave their vehicle until the staff person is there. This is EXTREMELY important to ensure the safety of the children! You must stay in line while waiting for cars to load and unload ahead of you. **DO NOT PULL AROUND OTHER CARS IN LINE.** In case of rain, please pull up directly beside the awning instead of in your usual place in car line.

If you need to talk to the teacher, please set up a time for a conference or phone call. Lengthy conversations are not appropriate in car line as they hold others up. If you need EXTRA TIME to buckle up your child, please pull forward and park so that you do not hold up the line. Repetitive car line infractions that put the staff, students, and others in danger will result in dismissal from the program. Everyone's safety is of the utmost importance to us.

ENTRANCE AND PARKING

Doors to the church and preschool area always remain locked for the safety of the children. Please ring the top doorbell located at the door under the white awning if you need to enter the building. A staff member will verify everyone before allowing entrance into the building. When parking, please use the spaces to the right of the white awning. This will prevent car line disruptions or your vehicle getting blocked in during carline time.

TRACKING OF CHILDREN

Upon arrival to the classroom the teacher will document your child being in attendance. Attendance is taken on our Brightwheel App and can be viewed by both the teacher and director. The children always remain under staff supervision. Teachers will do a head count upon leaving the classroom and on arrival at a new destination.

NO-PEANUT POLICY

Peanut allergies are the most serious food allergy because the food does not have to be ingested to have fatal effects. Some patients react to the inhalation of peanut products or even touching an object that has been in contact with the allergen. Therefore, Trinity Preschool does not allow peanut butter or peanut products. Please keep this in mind when sending in lunches, snacks, and treats. Sun butter, granola butter, and coconut butter are great alternatives.

SNACK TIME

Every child should bring a spill proof cup/water bottle to school each day. We encourage the children to drink water throughout the day. It is important to have your child's name clearly marked on their cup to prevent any germs being shared or cups being lost or misplaced. Snacks are provided by the preschool; however, we welcome parents to donate snacks as well. These snacks are great options when choosing what to send in: cheerios, graham crackers, fresh fruit, goldfish, pretzels, etc. Please follow our no-peanut policy when sending items in.

LUNCH BUNCH

Lunch Bunch is an **OPTIONAL** non-academic part of our program that allows children to enjoy lunch and additional fun activities with their friends. Lunch Bunch is held every day from 12:00 – 1:00 p.m. The cost for this hour is \$4.00 and will be added to your monthly tuition bill. Every child staying after 12:00 will be charged for the lunch bunch hour and must have some form of lunch. You will be called and charged a late fee if your child is not picked up on time and does not have a lunch to stay for lunch bunch.

On Monday and Wednesdays, your child will need to bring a packed lunch. Please send in lunches that do not have to be heated or refrigerated. For your child's safety, please do not send hot dogs, marshmallows, whole grapes, popcorn, or hard candy as these are possible choking hazards. Every child's book bag will be given a hard plastic Trinity name tag. Please label the child's lunch box or you can purchase another hard plastic Trinity name tag for \$2. Some children have the same book bag and lunch boxes, so these tags help ensure that items are sent home with the correct child. Please keep these tags attached.

On Tuesday and Thursdays your child may bring a packed lunch or purchase pizza (Cheese or Pepperoni) for \$2.00 per slice. A drink and cookie will be provided for those that purchase pizza. Payment for the pizza is due on that day. **CASH ONLY**... no charges or checks will be accepted. Please place your child's payment for pizza **IN** the lunch bunch envelope stapled inside their folder and place the folder in your child's backpack. Staff will not check pockets or inside bags for money. We ask that you **do not** combine sibling's pizza money or leave money in your child's folder for future uses or "just in case" situations as this creates confusion for staff. Correct change is appreciated. If you do require change, it will be sent home to you at the end of the school day in your child's folder. Change **WILL NOT** be made at drop off for any reason.

We place the pizza order at 9:30 am. All money and pizza reservations must be in before then. Late orders will not be taken. Refunds and credits cannot be given for pizza should your plans change after the order is placed.

SCHOOL CLOSINGS

If Aiken County Public Schools announce that they will be closed or have a delayed schedule after 9:00 due to inclement weather, Trinity Preschool will be closed for the day. Trinity Preschool is independent from the County Public School District and will not be observing the Intercession for Intervention and Enrichment weeks.

WEATHER GUIDELINES

We follow the Aiken County Public School district's weather guidelines for recess. The following document is district policy. Please be sure to note that you must check the wind chill... not just the temperature. This information can be found on www.weather.com. Additionally, if the temperature is close to freezing, students are not to remain outside longer than 15 minutes.

WEATHER AND OUTDOOR PLAY GUIDELINES

Fresh air and exercise are good for children. Students will spend some time outdoors every day if possible. Decisions about when to keep children inside during recess will be dictated both by weather conditions and common sense.

In general, children should not play outside when the heat index is 90 degrees F or above or if the wind chill is 32 degrees F or lower. When the weather is approaching these extremes, they will remain outside no longer than 15 minutes. Air quality, such as pollution and ozone conditions, will also be taken into consideration.

When the weather is cold:

- Even a light breeze will decrease the apparent temperature. On a windy day the windchill can make it seem 10 to 20 degrees colder.
- Students who are not properly dressed for cold weather will remain inside. Children's clothing should be layered and dry.

BIRTHDAYS

Parents are welcome to bring in special treats to celebrate a birthday. These plans should be scheduled with the teacher in advance, so that we can avoid multiple celebrations on the same day. Summer birthdays can be celebrated during the month of May. If you send birthday invitations to school to be distributed, you must include one for every child in the classroom as this prevents hurt feelings.

HOLIDAYS

We celebrate all the holidays with special activities. Teachers will be letting you know how you can help make each of these events a success. Please check calendars, newsletters, and Brightwheel for the dates and details. We understand and respect that some families may celebrate certain holidays differently. We will let you know ahead of time, so that you can make alternate arrangements for your child's care on that day if you do not wish for them to participate.

VOLUNTEERING AT TRINITY

Class parties, field trips, and special event days could not happen without the help of volunteers. In order to protect our children, anyone volunteering at Trinity must sign a Safe Sanctuary Form and pass a background check.

On Field Trips, all chaperones must sign a Safe Sanctuary Form and pass a background check. If a chaperone is driving a child that is not their own, they must have a Motor Vehicle Report in addition.

Please see the director to complete these forms and pay the fees. It is \$25 for both the background check and the motor vehicle report. These reports are good for up to 3 years!

FIELD TRIPS

Field trips are only taken by 3K and 4K children. A permission form must be signed before each individual field trip. Staff and parents chaperon each field trip. We ask for all students to wear their Trinity Preschool Spirit Day t-shirt. This is an added safety measure that helps our group stay together. Due to safety, siblings of any age are not permitted to attend field trips. If you do not wish for your child to attend a field trip, you will need to make alternate arrangements for the day.

Each child **MUST** have a car seat labeled with their name if they will be riding with a chaperone. If a child does not have a car seat, the Director will call the parents to pick up their child.

Field trips cannot happen without the help of chaperones, however if we cannot get enough chaperones or drivers for a field trip, we will have to cancel the event.

CAR SAFETY

Seat belts are required by law for all persons in vehicles. Car seats are expected for all children meeting car seat requirements. Parents are required to buckle and unbuckle their child each day. Staff cannot help with this for liability reasons.

SPECIAL PROGRAMS

We will have several special programs throughout the year that parents can attend. Please be sure to check the calendars, newsletters, and Brightwheel for the dates and details of these events.

COMMUNICATION WITH OUR PRESCHOOL FAMILIES

The director and teachers of our program strongly believe in parent participation and open communication. Open communication is a key component for the effective care and education of the children; therefore, we have several different ways we use to communicate with you. In the event of an issue regarding your child the Director will call you directly. Please make sure that you update any phone number changes throughout the year.

Our most important form of communication is through the Brightwheel App. This platform allows us to message, send photos, and incident reports directly and promptly to parents.

Teachers are not allowed to be on their phones when they are on duty and therefore cannot accept phone calls or text messages after 8:50 a.m. However, the director is available during school hours to take your call and give a message to a staff member. We will make every effort to help you promptly. You may reach the director on the Brightwheel App, her cell at (803) 645-1237 or at (803) 648-4990. You may also email the director at trinityumcpreschoolaiken@gmail.com. Email is checked throughout each day including on the weekend.

We understand that not all emergencies or important questions will arise during school hours. The director welcomes phone calls, text messages, Brightwheel messages, and emails at any time including weekends and evenings. Every family has been given the director's cell phone number. The preschool emails and Brightwheel messages go straight to her phone. Brightwheel is how you should contact your child's teacher as well.

Please make sure to have at least one email address on file for your family. Please also make sure that our emails do not go to your "spam".

BRIGHTWHEEL APP

Trinity Preschool uses the Brightwheel platform for all forms of communication. On this App, you can message teachers or administrators, look at the school calendar, pay tuition, and update your child's health or approved pick-up information.

In your child's profile on Brightwheel, you can upload a cute photo of your child. The profile has an area for messaging, calendars, and documents. On the "All Activity" roll, you will have access to attendance, any uploaded potty breaks, naps, and incident reports. When in the messaging center, you will see two message threads for your student(s). One thread is for communications between you and all staff assigned to your student's classroom, including staff and admins. The other thread is for communications between you and Admins only - staff won't see this message thread. Family Contacts can send but not receive messages. Approved Pickups and Emergency Contacts have no access to messages.

To view invoices on Brightwheel, you must log into your child's account and click on the "View Account" button. From there you can add a payment method and view any active or past due invoices.

It is very important that you check your child's profile daily.

TEACHER CONFERENCES

Conferences may be arranged whenever a parent, director, or teacher sense the need. Please don't hesitate to let the director or your child's teacher know if you would like to schedule a conference. If you have any speech, behavioral, or any other concerns about your child, please reach out to your child's teacher or the Preschool Director. The Director can make a referral for free testing, and should your child qualify, they can receive free services at the preschool or outside the school.

NEWSLETTERS/CALENDARS

A school calendar is posted on our website: www.trinityumcaiken.org. You will also receive a newsletter or calendar each month from your child's teacher that is specific to their grade level. This will include reminders and special happenings within your child's classroom. The director will also send out newsletters each month. Please be sure to read over these carefully, so that you do not miss out on any important information.

FACEBOOK

The director will post pictures at the end of each week to allow everyone to see what exciting things are happening within the classrooms. Children can only be posted with signed parental permission. If you choose for your child not to be posted, your child will be cropped out or their face will be blurred, and you will not receive weekly pictures. Our staff do not have the extra time to send out pictures individually. Each child will receive a memory book at the end of the year with pictures in it from each month. Please be sure to "like" us on Facebook, so you don't miss out on the fun!

CONFIDENTIALITY POLICY

Parental permission must be obtained for the preschool to use photographs of children on the internet and in any and all publications. Children's records are accessible to the director, owners of the facility, the child's teacher, parent approved therapist that come to the school to work with your child, the child's parent or legal guardian, and authorized employees of the Department of Social Services. Staff files are accessible to the Director, owner, and authorized employees of the Department of Social Services. All files are kept locked in the director's office when not in use.

HEALTH AND SAFETY

Your child's safety and health are of the utmost importance to us. All teachers and preschool staff are infant/child CPR and First Aid certified. They are also required to attend a Blood Borne Pathogen/Infection Control class annually. Trinity Preschool teachers are required to achieve continuing education credits each year as well.

EXPOSURE CONTROL PLAN

Trinity Preschool is committed to providing a safe and healthy environment for our children and staff. In pursuit of this endeavor, all preschool employees are required to annually attend a Blood Borne Pathogens/Infection Control class.

If a student tests positive for COVID, they must quarantine for 5 days at home. The student may return to school if they can wear a mask correctly and they must wear the mask for five days.

REQUIRED FORMS

Please make sure that your child has had all necessary immunizations. Each child must have a copy of their birth certificate and current immunization form on file in the director's office. These should be turned in before the school year begins.

EMERGENCY MEDICAL FORMS

We maintain a medical form with emergency medical permission and child information on file. Please note any allergies, regular medication, your child's physician, and any other special instructions. Please be sure to update this form throughout the year if changes occur.

ILLNESS

If your child is sick, please keep him/her home and do not expose the staff and other children. We cannot accept a child with fever, diarrhea, vomiting, rashes, or green or yellow discharge (infection) from the nose or eyes. A child must be fever-free with no vomiting or diarrhea without medication for at least 24 hours before returning to school.

Please notify the director if your child has been diagnosed with any communicable disease. If your child has chronic sinus problems, seasonal allergies, or asthma, we must have a physician's statement so that we know that your child is not contagious to the other children and staff. Wounds must be treated and always covered.

MEDICATION

Only emergency medicine, such as inhalers, epi-pens, and Benadryl will be administered by the Director or teachers. If a child is diagnosed with an allergy that requires an epi-pen or inhaler, one must be always kept on the premises. All medicine must be in the original containers and labeled with the child's name. A medical form must be filled out with the exact instructions. If a child requires any other medication during school hours a parent must come to the school to administer the medication.

EMERGENCY PLANS

We conduct fire drills throughout the year that teach the children the correct way to exit the building during a fire. The children exit the outside door closest to their classroom. Children

on the playground will exit through the big gates located by the basketball goals. Then they will be led to a secure area outside of the danger zone.

Medical emergencies that require immediate medical care by a health professional are as follows: semi or loss of consciousness, breathing difficulties, severe bleeding, seizure, neck, or back injury, repeated forceful or bloody vomiting, possible broken bones, and shock. Staff has been trained in basic first aid and will provide treatment until medical personnel arrive. Parents will be called immediately following the call to 911. If deemed necessary, the director will accompany the child to the emergency room at Aiken Regional Medical Center and stay until the parent/guardian arrives. All medical/contact information of the child will be taken along with the child.

DISCIPLINE

Discipline at Trinity Preschool will be provided in a manner consistent with our philosophy. Each situation is an individual one and is addressed in a manner which considers the child's age, developmental stage, and individual needs. Acceptable behavior is encouraged through redirection and positive reinforcement. If a negative behavior continues, removal from the group will be our next step. After an age-appropriate supervised thinking/cool down time, the child will be allowed to rejoin the group.

Corporal punishment is never used at Trinity Preschool. Likewise, we cannot allow a child to be violent with other children or staff. If the staff has exhausted its options with a child's negative behavior the parent/guardian will be called to remove the child from the school for the remainder of the day. If a child's behavior continues and is a safety concern for the other children or staff, they will be dismissed from the program. The safety of all children and staff is our number one priority.

BITING/ HARMFUL BEHAVIOR POLICY

Unfortunately, there are times a child struggles with biting, scratching, etc.. This can be a normal behavior for this age range because a child hasn't had the opportunity to develop certain social skills. Our goal is to help identify the needs of the student and help them learn to communicate their needs.

If these struggles continue, this policy is in place to protect the children that have been bitten or scratched. When an incident occurs, the parents of both children involved will be notified with an Incident Report. The names of children will not be shared in the report. The job of the teachers and staff is to keep the children safe and help a child that bites, scratches, etc. learn better communication skills.

When Biting/Harmful Behavior Continues:

1. If a child causes the skin of another child/staff member to be broken, bruised, or leaves a significant mark, a teacher or staff member will reach out to communicate how the behavior can be modified.

2. If a child bites/harms twice within a day the director will call, and the child will be required to be picked up from the preschool.
3. If the child bites/harms a child or staff member again within a two-week period, the child will be asked to take a one week break to work on the behavior.
4. If upon the return after the one-week break, the child bites again the child will be dismissed from the preschool program for the remainder of the school year.

If a child has been through steps 1 and 2 and goes for 3 weeks or more without an incident, the preschool will go back to step 1.

CLOTHING AND BACKPACKS

Please dress your child in comfortable, play clothes that can get dirty. Please also make sure that their clothing is weather appropriate and send a jacket if the weather is cold. Put closed-toe shoes on your child. The playground has wood chips and open-toe shoes are not safe. Children's clothing should be easily accessible for the bathroom. Remove or secure strings on all clothing as a safety precaution. Teething beads are not allowed to be worn. All coats should be labeled with your child's name.

All children should keep a complete change of clothes in their book bag. This change of clothes should include a weather appropriate shirt, short/pants, underwear, and socks. An extra pair of shoes is optional but encouraged. In the event your child saturates their shoes you will be called to bring an extra pair. Recommended extra shoes are Crocs or flip-flops. Children in diapers should have wipes and their own diapers (at least 5) daily. Please do not send in umbrellas or rolling book bags as this is a safety concern.

Backpacks should be able to hold a standard size folder, extra clothing, and we will provide a hard plastic Trinity nametag. Please keep this tag on the backpack as it ensures the correct item goes home.

SPIRIT GEAR

Trinity Preschool has its own line of t-shirts, long-sleeve shirts, sweatshirts, and hats in our royal blue with our logo. Students, teachers, and chaperones are encouraged to wear our Spirit Gear to show our Trinity pride on Thursdays. All 3k and 4k students are required to wear these shirts on field trips to help us group together for safety. Our Spirit Gear is on sale year-round in the Director's office and will be out on display at special events.

REGISTRATION POLICIES

A non-refundable, non-transferable \$75.00 registration fee is required to enroll each child in the program. To keep your child's placement for the next school year, all accounts must have a zero balance at the end of the current school year in May. If your family is experiencing a hardship, please speak with the director.

Teacher requests will be considered, but cannot be guaranteed. Class rosters are determined by gender ratio, birth date, and overall best interest of the classroom. Class placement of all children is left to the discretion of the Director. You will receive mail confirmation regarding your child’s placement in mid-July.

SUPPLY FEES

- 1K: 2 days per week will be charged a \$50.00 supply fee due in August and again in January.
- 1K: 4 days per week will be charged a \$60.00 supply fee due in August and again in January.
- 2K: 2 days per week will be charged a \$50.00 supply fee due in August and again in January.
- 2K: 4 days per week will be charged a \$60.00 supply fee due in August and again in January.
- 3K and 4K: A \$80.00 supply fee will be due in August and again in January.

TUITION GUIDELINES

The monthly tuition fee is due on the 10th of each month. All payments received after 1:00 P.M. on the 15th will be charged a \$35 late fee. There are no deductions made in tuition for holidays, family vacations, or illness. Additionally, there are no deductions made in tuition for days closed due to inclement weather or unusual conditions. Tuition can be paid by credit card using our Brightwheel App and is the preferred method. The preschool also accepts cash, check, and money orders. Checks should be made payable to Trinity Preschool. You will be sent an invoice on Brightwheel each month. If your bill is not paid by the 15th, your child will not be allowed to return to school until your bill is paid in full. During this time your child’s spot can be filled. Failure to pay tuition could result in permanent dismissal from the program.

We understand that hardships can and do arise. If there is a situation and tuition cannot be paid before the 15th, a payment agreement can be made with the director **BEFORE** the 15th. This agreement must be signed by both parties and if payment fails to be made by the agreed time this will result in dismissal from the program.

MONTHLY TUITION FEES

1K/ week.....	2	days	per	
per month				\$120
1K/	4	days	per	week
month				\$200 per
2K/ week.....	2	days	per	
per month				\$120
2K/	4	days	per	week
month				\$200 per

3K/		3		day		class
.....						
\$150 per month						
3K/		4		day		classes
.....						
per month						\$170
4K	/		4	day		classes
.....						
per month						\$170

- Lunch bunch fees are added to your monthly tuition bill. This cost is \$4.00 for each day that your child attends.

LATE FEES

A late fee of \$10 is required if your child is not picked up by the designated pick-up time. An additional \$10.00 will be added for every 10 minutes that you are late after that. PLEASE BE ON TIME SO WE NEVER HAVE TO COLLECT A LATE FEE. We want to respect our staff member’s time and allow them to finish their duties and leave on time. A \$35 late fee is charged on all tuition not paid by the 15th of each month at 1:00 P.M. This fee can be avoided if you make other arrangements with the director before the tuition’s due date. If your pais returned, you will be charged a \$35 NSF fee.

DROP-INS

We feel that it is important to keep small teacher to child ratios and to keep routines the same for the children; therefore, we do not accept drop-ins.

LEAVING THE PROGRAM

If a child moves or drops out of the program for any reason, please notify the Director as soon as possible so that we may fill the vacancy. Registration fees, the current month's tuition, and supply fees will not be prorated or refunded.

