



*We love because
God first loved us*

1 John 4:19

Student Handbook 2026-2027

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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 students ages 6 months through 4K. Trinity Preschool offers an early studenthood program that will benefit each student 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 students.

We believe that students 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 student's intelligence and creativity are strongly affected by his/her experiences. Students 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 student 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 provide each student with the knowledge that God loves them and what it means to be a student of God.
- To foster a love of learning at an early age
- To expose the students to developmentally appropriate skills in emergent, 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

ADMITTANCE

Trinity UMC Preschool welcomes all students and does not discriminate due to race, religious beliefs, or physical impairment. 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.

ATTENDANCE

It is extremely important that your student be present at school. Good school routines and habits at an early age will help your student be more successful in the years to come. When students are late or absent from school, they will miss valuable opportunities socially and intellectually. Teachers will not be able to make up for what your student misses.

TOILET TRAINING POLICY

All 3K and 4K enrolled students must be toilet trained at the start of the school year. This means that they must be wearing underwear and not having accidents daily. Please note that wearing pull ups is NOT considered toilet trained.

Why do students have to be toilet trained before they start older preschool grades?

There are strict standards for changing and disposing of wet or soiled diapers/pull ups and our older classrooms are not equipped for this purpose. It also removes adults in other areas to help accommodate supervision of the students.

We do understand that even toilet trained students will occasionally have accidents. “Accidents” are unusual incidents and should happen infrequently. In these instances, the staff will help students change their clothing while encouraging as much independence as possible.

3K students may receive some occasional support for toilet training. 4K students should be fully independent in the restroom. If toilet training issues persist, and a solution cannot be found, then the student may be dismissed from the program.

ARRIVAL

Morning arrival is 8:55-9:10. We will allow all parents to walk their children to class until September 1st. After September 1st only the parent/guardians of 1K students will be allowed to walk their children in and out of the building. If you need to speak with a teacher, we are happy

to set up a conference time. As a friendly reminder, please be patient with our 1K and 2K friends as sometimes they need some extra help during the carline.

DEPARTURE

Every student is required to be picked up using the car line. Pick up time is 11:55-12:10 each day or 12:55-1:10 if attending lunch. Your student will have 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.

If anyone other than a parent/legal guardian is picking up your student, the director must be notified in advance and the parent/guardian must update the student's authorized pickup information in Brightwheel. A photo ID will be required if the person picking up the student is unknown to our staff.

CAR LINE DIRECTIONS

For pick-up, you will enter the car line on Crestwood Drive and pull up to the orange cones labelled A or B. The center lane is a safety lane and is not for loading. Please **WAIT** for the staff person to bring your student to you. A staff member will ensure that all students are safely loaded and will remove the lane cone and direct you to proceed forward. Please **DO NOT** move the cones.

For morning drop-off, you will proceed in a single lane carline. students are **NOT** allowed to leave their vehicle until the staff person is there. This is **EXTREMELY** important to ensure the safety of the students! You must stay in line while waiting for cars to load and unload ahead of you. **DO NOT PULL AROUND OTHER CARS IN LINE.**

Car line infractions that put the staff, students, and others in danger may 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. 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 STUDENTS

Upon arrival in the classroom the teacher will document your student's attendance. Attendance is taken on our Brightwheel App and can be viewed by both the teacher and director. The students 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

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 student should bring a spill proof cup to school each day. We encourage the students to drink water throughout the day. It is important to have your student'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.

If your student has any special dietary restrictions, please send an alternate snack option for your student. When teachers are planning a special snack, they will reach out to you so you can provide an equivalent supply so your student can participate.

LUNCH BUNCH

Lunch Bunch is available for 1 hour of extended care each day. Lunch Bunch will be offered on most school days, but on select days Lunch Bunch will not be offered. A Lunch Bunch calendar will be provided to assist families in scheduling dates that work for their students.

There are two ways to sign up for Lunch Bunch. The most economical way is to choose a Monthly Pass Package (10 passes for \$50 or billed for everyday each month). Each Monthly Pass is good for one day of Lunch Bunch to be used during the month of purchase. Daily passes are also available for \$10 per day and may be purchased as late as the day the student attends Lunch Bunch.

WEATHER GUIDELINES/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 Aiken County Public School District and will not be observing the Intercession for Intervention and Enrichment week. Any unexpected closings will be announced on Brightwheel.

WEATHER AND OUTDOOR PLAY GUIDELINES

Fresh air and exercise are good for students. Students will spend some time outdoors every day if possible. The director will consider weather conditions and air quality when deciding whether recess should happen indoors.

Recess will always be held indoors when the heat index is 90 degrees F or above or if the wind chill is 40 degrees F or lower. When the weather is approaching these extremes, students will remain outside no longer than 15 minutes.

BIRTHDAYS

Parents are welcome to send in special treats for celebrating a birthday. These plans should be scheduled with the teacher in advance, so that we can avoid multiple celebrations on the same day. This also allows the parents of students with special dietary needs to send in a similar equivalent for their student. 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 student in the classroom. We cannot distribute electronic invitations or provide personal information of class families.

HOLIDAYS

We celebrate holidays with special activities. Teachers will be letting you know how you can help make each of these events a success. Please check calendars and newsletters 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 student'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. To protect our students, anyone volunteering at Trinity must sign a Safe Sanctuary Form and pass a background check. On field trips if a chaperone is driving a student that is not their own, they must have a Motor Vehicle Report and insurance card on file.

Please see the director to receive the link to these forms. The cost is \$26 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 students. A permission form must be signed before each individual field trip. All students must wear their Trinity Preschool Spirit Day t-shirts unless instructed otherwise by the Director. 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 a student does not attend a field trip, they will not be able to attend school for the day.

SPECIAL PROGRAMS

We will have several special programs throughout the year that parents can attend. Please be sure to check the calendars and newsletters 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 students; therefore, we have several different ways we use to communicate with you. In the event of an urgent issue regarding a student the Director will make contact by phone. It is imperative to communicate phone number changes to the director as soon as possible.

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

Teachers are not allowed to use their phones when they are on duty and therefore cannot accept phone calls or messages after 8:50 a.m. However, the director is available during school hours to take calls and give a message to a staff member. We will make every effort to communicate promptly. Parents may reach the director on the Brightwheel App, at (803) 648-4990, or by email the director at trinityumcpreschoolaiken@gmail.com. Email is checked throughout the day. Brightwheel is the best way to receive a response quickly. We are aware that parents may know our staff through other extra-curricular activities and have access to their personal accounts including social media and phone numbers. Please use the Brightwheel app for all Preschool related communications. This protects privacy for the students and staff and facilitates clear communication channels.

We understand that not all emergencies or important questions will arise during school hours. Please understand that messages sent during non-preschool working hours may not be returned until the next working day. We want to ensure that our teachers and staff have time to relax, take care of their own families, and prepare for the next day.

BRIGHTWHEEL APP

Trinity Preschool uses the Brightwheel platform for all forms of communication. On this App, parents can message teachers or administrators, pay tuition, and update their student's health or approved pick-up information.

In the student's profile on Brightwheel, parents can upload a photo of their student. The profile has an area for messaging, calendars, and documents. The "All Activity" roll includes access to attendance, any uploaded potty breaks, naps, and incident reports. The messaging center includes two message threads for student(s). One thread is for communications between the parent and all staff assigned to their student's classroom, including staff and admins. The other

thread is for communication between the parent and Admins only – teachers won't see this message thread. Approved Pickups/Emergency Contacts have no access through Brightwheel.

To view invoices on Brightwheel, parents log into their student's account and click on the "View Account" button. From there parents can add a payment method and view any active or past due invoices. It is very important that parents check their student's profile daily.

TEACHER CONFERENCES

Conferences may be arranged whenever a parent, director, or teacher senses the need. Parents should not hesitate to let the director or their student's teacher know if they would like to schedule a conference. If parents have any speech, behavioral, or any other concerns about their student, they should reach out to their student's teacher or the Preschool Director. The Director can make a referral to outside agencies who can provide diagnostic testing and services to families; and should the student qualify, they can receive free services at the preschool or outside of school.

NEWSLETTERS/CALENDARS

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

FACEBOOK AND PHOTO PERMISSIONS

The director will post pictures at the end of each week to allow everyone to see what exciting things are happening within the classrooms. Students can only be posted with signed parental permission. If your student cannot be posted, the student will be cropped out or their face will be blurred, and parents will not receive weekly pictures. By signing "NO" for the photo permissions the student's image cannot be used on Brightwheel, websites, social media, Trinity Preschool Memory Books, crafts, or any marketing materials. Parents are invited to be sure to "like" Trinity UMC Preschool on Facebook for posts, including photos.

CONFIDENTIALITY POLICY

Parental permission must be obtained for the preschool to use photographs of students on the internet and in all publications. Student's records are accessible to the director, the student's teacher, the parent-approved therapist that comes to the school to work with the student, the student's parent or legal guardian, and authorized employees of the Department of Social Services. Staff files are accessible to the director 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

Safety and health are of the utmost importance. All teachers and preschool staff are infant/student CPR and First Aid certified. They are also required to attend a Blood Borne Pathogen/Infection Control class annually.

EXPOSURE CONTROL PLAN

Trinity UMC Preschool will adhere to the CDC guidelines and South Carolina Department of Public Health School Exclusion Policy when evaluating if students or staff may return to school in the event of an infectious disease outbreak.

ILLNESS

Trinity UMC Preschool will adhere to the South Carolina Department of Public Health School Exclusion Policy when determining whether to exclude students with illness from the program and when they may return to the program after being ill.

REQUIRED FORMS

Each student is required to have a copy of their birth certificate and current immunization form/exemption form on file in the director's office. These should be turned in for registration to be complete. Should the student receive any immunizations during the school year, parents must submit an updated copy to the director.

ILLNESS

If a student is sick, they must remain home to prevent exposing staff and other students. Students with fever, diarrhea, vomiting, rashes, or green or yellow discharge (infection) from the nose and eyes will not be admitted to school. A student must be fever-free with no vomiting or diarrhea for at least 24 hours before returning to school.

Parents should notify the director if their student has been diagnosed with any communicable disease. If a student has chronic sinus issues, seasonal allergies, or asthma, a physician's statement is required to verify the student is not contagious. Wounds must be treated and always covered.

MEDICATION

If a student is diagnosed with an allergy that requires an epi-pen, inhaler or any other emergency medication, one must always be kept on the premises. Only emergency medicine, such as inhalers, epi-pens, or other emergency medications will be administered by the director

or teachers. All medicine must be in the original containers and labeled with the student's name. A medical form must be completed with the exact instruction on medication administration. Trinity UMC Preschool can provide a medication release for Tylenol, Benadryl, and Hydrocortisone Cream. Unless there is a dire emergency, the director will call before administering any of these medications. If the parent does not approve the preschool's use of these medications, the student will not receive any medication in an extreme emergency until medical personnel arrive. Due to liability reasons, staff cannot administer medications with verbal permission. If a student requires any other medication during school hours, a parent must come to the school to administer the medication.

EMERGENCY PLANS

Medical emergencies that require immediate professional care are as follows: Semi or loss of consciousness, breathing difficulties, severe laceration or bleeding, seizure, neck or back injury, severe allergic reactions, and possible broken bones and other instances as deemed by the director or when a Trinity UMC Preschool staff member cannot render first aid. Staff have 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 student to the emergency room at Aiken Regional Medical Center and stay until the parent/guardian arrives. All medical/contact information of the student will be taken along with the student.

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 student's age, developmental stage, and individual needs. Acceptable behavior is encouraged through redirection and positive reinforcement. If negative behavior continues, removal from the group will be our next step. After an age-appropriate supervised thinking/cool down time, the student will be allowed to rejoin the group.

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

HARMFUL BEHAVIOR POLICY

Unfortunately, there are times a student struggles with biting, scratching, pinching or other harmful behaviors. Our goal is to help identify the needs of the students and help them learn to communicate their needs.

If these struggles continue, this policy is in place to protect the students that have been harmed. When an incident occurs, the parents of both students involved will be notified with an Incident Report in Brightwheel. The names of students will not be shared in the report.

The job of the teachers and staff is to keep the students safe and help a student that hurts others to learn better communication skills. When there is an established pattern of harmful behavior, the teacher and director will meet with the family to put an action plan in place to work on behaviors. Persistent harmful behaviors could result in permanent dismissal from the program.

CLOTHING AND BACKPACKS

Students should dress in comfortable, play clothes that can get dirty. Clothing should be weather appropriate, including a jacket if the weather is cold. Students must wear closed-toe shoes. Students's clothing should be easily accessible for the bathroom. Strings must be secured or removed on all clothing as a safety precaution. Teething beads are not allowed to be worn. All coats should be labeled with the student's name.

All students should keep a complete change of clothes in their book bag. This change of clothes should include a seasonally appropriate shirt, short/pants, underwear, and socks. An extra pair of shoes is optional but encouraged but in the event a student saturates their shoes the parent will be called to bring an extra pair. Students in diapers should have wipes and their own diapers (at least 5) daily. Umbrellas and rolling book bags are not permitted.

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

SPIRIT GEAR

Trinity UMC 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 \$125.00 registration fee is required to enroll each student in the program. To reserve a student's placement for the next school year, all accounts must have a zero balance at the end of the current school year in May.

Teacher requests will be considered but cannot be guaranteed. Class rosters are determined by gender ratio, birth date, individual and overall best interest of the classroom. To

request a specific teacher, you must submit a formal request in writing with the name of the teacher and reasons why this teacher would best benefit your student. This must be attached to your registration form. Class placement of all students is left to the discretion of the director. Parents will receive Brightwheel confirmation regarding their student's placement in mid-July.

Emergency medical permission is included on the registration form on file, including any allergies, regular medication, developmental delays/concerns, therapies, and any other special instructions. Parents must update this form throughout the year if changes occur.

SUPPLY FEES

1K: 2 days per week will be charged a \$75.00 supply fee due in August at Meet the Teacher and again in January.

1K: 4 days per week will be charged a \$100.00 supply fee due in August at Meet the Teacher and again in January.

2K: 2 days per week will be charged a \$75.00 supply fee due in August at Meet the Teacher and again in January.

2K: 4 days per week will be charged a \$100.00 supply fee due in August at Meet the Teacher and again in January.

3K and 4K: A \$100.00 supply fee will be due in August at Meet the Teacher and again in January.

TUITION GUIDELINES

The monthly tuition fee is due on the 1st of each month. All payments received after 1pm on the 5th will be charged a 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 using our Brightwheel App, and this is the preferred method.

A 5% discount will be given if the entire school year is paid in full. Checks should be made payable to Trinity Preschool. A monthly statement will be sent home at the beginning of each month through Brightwheel.

If a student's bill is not paid by 1 pm on the 5th, the student will not be allowed to return to school until your bill is paid in full. During this time the student's spot can be filled. Failure to pay tuition in a timely manner on multiple occasions could result in permanent dismissal from the program.

We understand that hardships can and do arise and we can offer some assistance in the form of a payment agreement plan. If you need assistance, please contact the Preschool Director, Janae Green, through Brightwheel.

The Trinity UMC Preschool Payment Agreement is offered to families that are enduring a time of financial hardship. A financial hardship that applies is loss of employment, illness or injury, natural disasters, or loss of a family member. Payment agreements must be made before the first of the month and be signed in person. Failure to complete these payments will result in no further payment agreements being made available for the remainder of the school year. Until all balances are paid, the student associated with the account cannot return to school and is at risk of being released for non-payment by the Preschool Director.

Tax Statements can be printed from your student's Brightwheel Account.

MONTHLY TUITION FEES

1K/	2	days	per	
week.....				\$165
per month				
1K/	4	days	per	week
.....				\$230 per
month				
2K/	2	days	per	
week.....				\$165
per month				
2K/	4	days	per	week
.....				\$230 per
month				
3K/	4	day	classes	
.....				\$215
per month				
4K	/	4	day	classes
.....				\$220
per month				

Lunch bunch fees will be billed separately to your account. Please see lunch bunch addendum letter

LATE FEES

A late fee of \$10 is required if your student 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. We want to respect our staff members' 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 5th of each month. This fee can be avoided if you make other arrangements with the director before the tuition's due date.

DROP-INS

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

LEAVING THE PROGRAM

If a student 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. Any student's belongings that are not picked up after two weeks will be donated to charity.

Lunch Bunch Update

Dear Preschool Families,

Thank you for sharing your feedback regarding our Lunch Bunch program. We have taken your feedback into consideration and have made an adjustment to the way Lunch Bunch passes may be purchased.

Beginning this month, **Lunch Bunch passes may be purchased in a minimum of 5 passes per child, per month, at a rate of \$5 per pass.** Families who choose to purchase monthly passes must use the attached Lunch Bunch calendar to **sign up for the specific days your child will attend Lunch Bunch for the entire month.**

Please note the following:

- **Monthly Passes:** Purchase a minimum of 5 passes per child each month.
- **Cost:** \$5 per pass.
- **Monthly Sign-Up:** Families purchasing passes must indicate all Lunch Bunch dates their child will attend on the attached calendar for the month.
- **Last-Minute/Additional Lunch Bunch:** If your child needs to attend Lunch Bunch on a day that was not included on your monthly calendar and you have not purchased a pass for that day, you will be billed **\$10 for that day.**
- **No Monthly Pass Purchased:** If your child needs to attend Lunch Bunch and you have not prepaid for monthly passes, the daily rate will be **\$10 per day.**
- The Lunch Bunch calendar will be sent every **last Monday** of the month for the upcoming month and you will be billed on the **last Thursday** of the month for the upcoming month.

We appreciate your feedback and your partnership as we continue to make adjustments that support both our families and the Preschool staff. Thank you for helping us plan appropriately and ensure that we are prepared to provide a safe and enjoyable Lunch Bunch experience for all children.

Thank you for your continued support of TUMC Preschool!