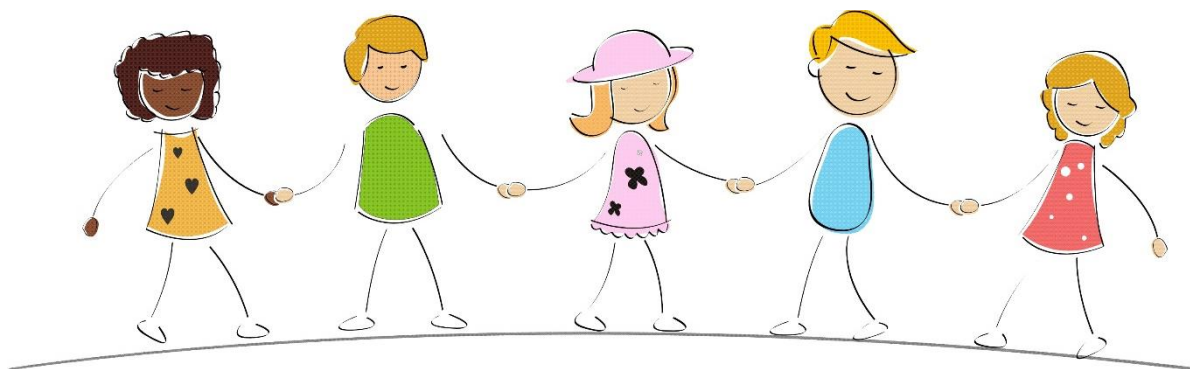


Trinity Learning Center, Inc. Preschool

Information Handbook 2024-2025



Welcome to the wonderful world of preschoolers! These precious years from ages three through six are times of unlimited energy, exuberance, and curiosity. Preschool is not a “glorified” baby-sitting service, but a structured Early Education program.

The purpose of our center is to provide a caring atmosphere for young children to experience the love of God and His people. We are committed to excellence in our programs, offering children a healthy, loving, safe Christian environment in which to learn and develop creatively and mature emotionally, physically, socially and spiritually.

We believe that our days are filled with many fun and exciting activities that will have your child coming home and saying, “Guess what I learned today!” and “Jesus loves me!”

Please plan to join us on Tuesday, August 27th anytime between 5 p.m.-6:30 p.m. for our Preschool Open House. This gives your child a chance to see their classroom and visit with us and their fellow classmates. You are encouraged to bring your child’s supplies that evening in a labeled bag.

Throughout the year we invite and encourage parents to visit the preschool and observe first-hand what we are doing. Any comments, questions and suggestions are always welcome.

Blessings,

Ms. Tymarie, Trinity Learning Center Director, and Preschool Teacher
Ms. Stephanie, Trinity Learning Center Preschool Teacher

Goals and Expectations

Our Preschool Teachers will work on goals throughout the school year to better prepare students for kindergarten. We follow the South Dakota Early Learning Guidelines when planning activities. Newsletters will be sent home at the beginning of each month with upcoming field trips and events. Please make sure an active email is on file as many reminders will be sent via email. We also utilize a smartphone app called Brightwheel that will inform you of various things such as reminders for field trips, show and tells, and school closings. If you do not currently have this app, please download it and you will be sent an invitation to join our school.

Our goal is to encourage parents to become involved, offer suggestions, and let us know of any questions they may have. Working together as a team is going to produce the best results for all parties involved. Attendance matters, please let us know if your child will be absent from school.

Sessions and Curriculum

We offer Preschool classes for children ages 3-5 years old Monday through Friday mornings from 8:30 – 11:30 a.m. for daycare enrolled children. 3/4-year-olds Tuesdays and Thursdays, 4/5 year old Monday, Wednesday, and Fridays 8:30a-11:30am for preschool enrolled children. Each class is designed for younger and older children. For our younger friends, our focus throughout the year is on social interaction, sensory experiences, language, letters, number, and shape recognition, as well as on beginning usage of these concepts.

For our older friends who will be entering kindergarten the following year, our focus throughout the year is on sensory experiences, language, numbers, pre-reading, and pre-writing concepts.

Both classes will have a daily devotional to grow in their faith and knowledge of Christ. The kids will spend the year learning all about God, his people, and His Son, Jesus, through a variety of fun skits, games, and crafts.

Tuition and Payment

A \$25 non-refundable registration fee is due when registered for enrollment.

Tuition is **DUE** the first school day of each month. Any payments made after the 10th will have a \$5 per day late fee added for each day thereafter. If tuition is not paid before the 15th of the month, then you have chosen for your child not to attend preschool and the spot will be given to another child. Special circumstances will be dealt with on an as needed basis.

No refunds for days absent, vacations, etc. will be given unless it is for an extended period of time and prior arrangements have been made with the TLC Director.

\$1,575 for the school year or \$175 per month for Tuesday & Thursday Preschool (2 days per week)
\$2,250 for the school year or \$250 per month for Monday, Wednesday, & Friday Pre-K (3 days per week)

This only applies to those only enrolled for Preschool and not child care

Preschool Policies

Calendar

Preschool will follow the West Central School District calendar throughout the school year with a few exceptions. These exceptions will be listed on the monthly preschool calendar if or when they may occur.

2024-2025 School Calendar

OPEN HOUSE 5PM-6:30PM	August 27
FIRST DAY OF SCHOOL	September 3
SCHOOL PICTURES @ 8:15 AM	September 11 th and 12 th
NATIVE AMERICAN DAY (NO SCHOOL)	October 14
NO SCHOOL	October 21
THANKSGIVING FAMILY LUNCH	November 22
THANKSGIVING BREAK (NO SCHOOL)	November 27-29
CHRISTMAS PARTY @ 6:30 PM	December 12 (tentative)
CHRISTMAS BREAK (NO SCHOOL)	December 23 – January 3
SCHOOL RESUMES	January 6
NO SCHOOL	January 20
NO SCHOOL	February 14
NO SCHOOL-Presidents Day	February 17
NO SCHOOL	February 28
NO SCHOOL	March 14
NO SCHOOL	March 21
NO SCHOOL	April 18 & 21
FINAL DAY OF PS 3/4	May 15
FINAL DAY OF PS 4/5	May 16
END OF YEAR PARTY AND ART SHOW @ 6:30 PM	May 15 (tentative)

Weather/School Cancellations

Preschool automatically closes IF West Central is cancelled, or a staff member contacts you. Local TV and Radio stations will also announce public school closures. You will also get a notification on the Brightwheel app. Also, if there would happen to be a 2-hour school delay due to weather, preschool will not be held. After 3 missed days of preschool due to inclement weather, we will continue to have preschool on days when there is a late start for West Central or extend the school year to make up days. We will let you know when we have reached the three missed days threshold.

Illness

If your child shows any signs of illness (including Coronavirus), we would appreciate it if you would keep him/her home, especially with signs of fever or vomiting. Please let us know if your child will be absent from school. If they present with a fever of 101 or higher, they will need to be picked up.

Supplies and Snacks

School supplies are provided by parents for their child. Snacks and other supplies are provided by the donations of parents or by the Preschool. Please let us know if your child has any food allergies.

We prefer items to be brought on the night of the open house, so you have less to bring on the first day of school and to allow us time to get everything put away.

Supplies

- Backpack (bring daily and please ensure their full-size folder fits inside)
- Change of clothes (to be kept in backpack)
- Plastic Folder with 2 pockets (please keep in backpack)
- Spiral notebook- one subject, wide ruled
- Napkins
- Clorox Wipes
- Pack of Classic Broad Line Washable Markers
- 4 Disappearing Purple Glue Sticks
- 8 count Crayola Watercolor Paints
- 1 bottle of white Elmer's school glue
- 8 count Crayola crayons
- Snack (to share with the class)

We do have a fridge for any items that need refrigeration. We have a known peanut allergy at TLC so please do not bring anything that contains peanuts/tree nuts.

Preschool Snack "Wish List"

- Snack crackers
- Veggie Straws
- Puffcorn
- Goldfish/Cheez-It
- Animal Crackers
- Fruit Loops (or other easy to eat cereal)
- Graham Crackers
- Applesauce
- Fruit (cuties, apples)
- Pretzels
- Granola Bars

Throughout the year we may ask for snacks/supplies that we are running low on which can be found on the monthly newsletters. We appreciate any and all donations!

Field Trips

The preschoolers may go on several field trips (e.g., Apple Orchard, Fire Station, Pumpkin Patch, etc.) during the school year. Field Trips will be noted in monthly newsletters. We will transport in our center vans. Parents/guardians are encouraged to join us. Please let us know if you are available to volunteer!

Birthdays

The preschool will celebrate each child's birthday the day of or the day before/after if it is a non-school day. Summer birthdays will be celebrated on half birthdays. No gift giving is permitted. We celebrate with a birthday award, singing Happy Birthday, and then your child gets a birthday goody bag. If you wish to bring treats for your child's birthday, please let us know ahead of time in case there are any allergies in your child's class. If you are having a birthday party and want invitations sent out at Preschool, there must be an invite for each classmate.

Daily Routine

Morning Welcome

Snack

Circle Time

Name Recognition

Learning and Discovery

Skill Time and Free Play

Music and Movement

Group Activity

Bible Activity

Closing Circle Time

Tentatively we have Chapel on Wednesdays at 9:00.

Routines may vary based on attitudes and attention spans of the children. Not all preschoolers will work on the same objectives or activities at the same time. Each child is a unique individual with different levels of learning; therefore, we alter our plans accordingly.

Monthly Newsletter and Book Orders

We will send out a monthly newsletter with your child at the beginning of each month. The front side will give information about what we will be working on in the upcoming month as well as dates to remember, birthdays, wish list items, etc. The back side of the newsletter will have a calendar with all our daily activities such as show and tell, special events, field trips, etc. It also shares what our Bible Story is each week as well as which learning themes we will be working on. Please remember to check each morning before school so your child is involved with all the activities.

We also utilize Scholastic Book Orders. Each month flyers will be sent home for you and your child to look through. If you would like to place an order, you can either fill out the forms and send a check back to school or you can do all of it online by going to www.scholastic.com. Just make yourself an account and put in our school code of XRNMR (also will be located on the front of the flyer). We receive classroom points for every order that we then use to purchase books, games, and activities for our classroom! Majority of our learning games have come from Scholastic Book Orders!

Teachers Pay Teachers Wishlist

We have a Teachers Pay Teachers wish list to keep our curriculum up to date, engaging, and FUN! TPT gift cards are appreciated!

Amazon Wish list

We also have an Amazon wish list if you want to contribute to our learning activities. Please do not feel obligated to purchase items.

https://www.amazon.com/hz/wishlist/ls/VTD1JRSL4U90?ref=wl_share

Contact Information

Trinity Learning Center, Inc.
46448 263rd St.
Hartford, SD 57033
(605) 526-4021

TLC Director: Ms. Tymarie
Director@HartfordTLC.org