

# MANDATORY

*Pre-K Parent Program Meeting*

Friday

August 1st

11:00 a.m. - 12:00 p.m.

2:00 p.m. - 3:00 p.m.

**In the Sanctuary**



Georgia Dept  
of Early Care  
and Learning

an early childhood system

SCHOOL

**Open House Hours**  
**9:00 a.m. - 3:00 p.m.**

**Google Meet**

**July 29th:** 2:00 p.m. - 3:00 p.m.

**July 31st:** 6:00 p.m. - 7:00 p.m.



**Trinity AME Early Learning Center**

604 Lynhurst Drive  
Atlanta, Ga 30311

**404-696-3490**  
trinity-elc.org







# PRE-K PARENT ORIENTATION

Mr. Thomas A. Ford, Executive Director

Ms. Naomi Isaac - Administrative Coordinator

Ms. Tracy Conner - Administrative Coordinator (Temp)

Ms. Judge- Lead Pre-k Teacher   Ms. Anderson – Assistant Teacher

Ms Spurley – Pre-k Teacher   Ms. Johnson – Assistant Teacher

**Sy2025-2026 Class of 2038**

# MISSION

Our mission is to deliver an exceptional early childhood experience, emphasizing the educational development of young children while offering support services and information to their families.

# VISION

Our vision is to be a safe, Christian, and professional environment dedicated to educational excellence.

# PHILOSOPHY



Instruction should focus on the development of the whole child.



Prioritize physical and mental health.



Promote high self-esteem and positive self-confidence through encouraging values, morals, and etiquette.

# PHILOSOPHIES OF SUCCESS

01

We Nurture

- “Castle” for Children
- Child Centered
- Priority
- Doing the little Things

02

We Teach

- Credentialed  
“Professional” Teachers
- Consistent Instructional  
Schedule
- Fidelity to “curriculum”

03

We Communicate

- Daily Report
- Incident Report
- Daily Interaction with  
parents
- Digital Media





# WELCOME TO TRINITY EARLY LEARNING CENTER PRE-KINDERGARTEN PROGRAM!



□ Georgia Pre-K Program  
Georgia's Pre-K Program is a lottery funded educational program for Georgia's four year olds.

□ Curriculum – Purpose  
Georgia's Pre-K conducted a curriculum review during the 2024 – 2025 school year. The purpose of the curriculum review and approval process is to identify curriculum models that best support Georgia's Pre-K programs and are optimally aligned with the Georgia Early Learning and Development Standards (GELDS). The curriculum we will use is the Creative Curriculum.

□ Goals of the Program  
Our goal is to educate and prepare young children for kindergarten.







# Curriculum/Assessment

## Four main Categories of Interest

Social Emotional  
Physical Development  
Cognitive  
Language

Monthly Themes  
Projects- Ongoing  
Extension Home Activities  
Progress Monitoring and Reporting



## Pre-K A Daily Schedule

7:45 – 8:30 a.m.	Morning Activity/ Hand Washing
8:30 – 8:45 a.m.	Story Time #1/ Hand washing
8:45 – 9:00 a.m.	Breakfast
9:00 – 9:30 a.m.	Circle Time/ Large Group/ Literacy
9:15 – 9:30 a.m.	Music and Movement
9:30 – 10:10 a.m.	Small Group
10:00 – 11:00 a.m.	Center Time/ Interest Areas
11:00 – 11:15 a.m.	Phonological Awareness
11:15 – 11:45 a.m.	Story Time #2/ Handwashing/ Personal Care
11:45 – 12:35 p.m.	Outside Play
12:35 – 1:05 p.m.	Lunch
1:05 – 2:05 p.m.	Nap
2:05 – 2:20 p.m.	Handwashing/ Snack
2:20 – 2:30 p.m.	Let's Talk About It/ Closing Routine/ Dismissal Afterschool
2:30 – 3:00 p.m.	Storytime
3:00 – 3:30 p.m.	Instructional Activities
3:30 – 3:45 p.m.	Handwashing/Snack
3:45 – 4:30 p.m.	Outside Play
4:30 – 5:00 p.m.	Music and Movement
5:00 – 5:30 p.m.	Art
5:30 – 6:00 p.m.	Table Toys/ Clean Up

**\*Children are allowed to use the restroom whenever needed. Restrooms are located in the classroom.**

**\* The schedule is subject to change based on special events or child's interest.**

# THEMES: PREPARATION FOR SCHOOL

## □ Our School (Week I)

Learning about our school, our teacher, school leaders, and friends

## □ Our School (Week II)

How do we feel about school?

## □ Our School & Rules

Rules of the School & Classroom

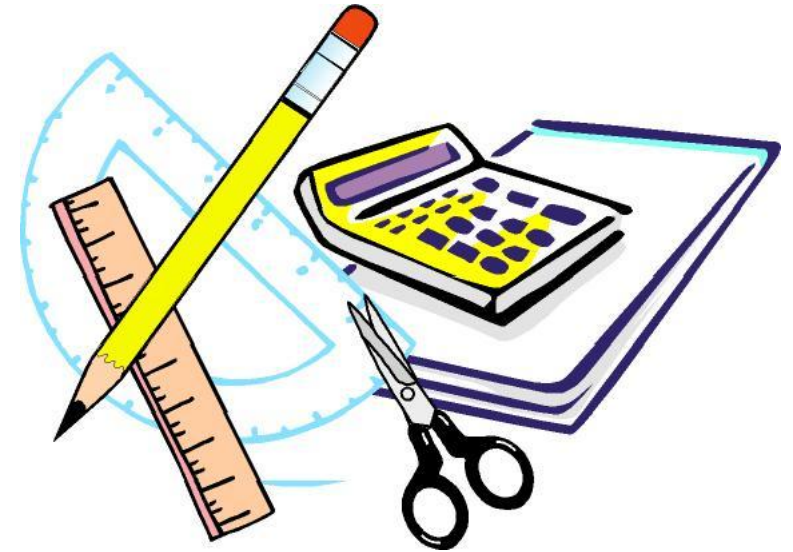
## □ My Friends Learning my friends





# PRE- KINDERGARTEN II SCHOOL SUPPLY LIST

- ☐ Ziploc Bags (Large & Small)
- ☐ Kleenex
- ☐ Lysol Wipes /Hand Sanitizer
- ☐ Baby Wipes/Disinfectant Wipes
- ☐ 1 Pack of Markers & 1 Box Crayons
- ☐ 1 Pre-K Composition Notebooks/  
Writing Journals
- ☐ Face Mask/Complete Change of  
Clothing (Under garments  
Included)
- ☐ Make Sure All Items are Labeled!!
- ☐ Bottled Water



# HOURS OF OPERATIONS

## Monday – Friday

Drop-Off Time 6:30am

Pick Up Time 6:00pm

PreK Day is **8:00-2:30.**

- Children are to be dropped off no later than 8:00 a.m. daily.
- Any child reporting to school after 8:00 a.m. must present a doctor's excuse or other valid excuse to be permitted into class for the day.



Drop off and pick up times are confusing times for children. We have learned that a quick transition of authority is best.

We suggest a hug, a kiss and *"I'll pick you up later. I love you and have fun today."*





<p>4 Independence Day - Campus Closed</p> <p>25 Annual Staff Inservice - (No students)</p> <p>26-31 Pre-K Teacher Preplanning Days</p> <p>Instructional Days: 0</p> <p>School-based Staff Days: 4</p>	<p>JULY 2025</p> <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31								
S	M	T	W	Th	F	S																																												
			1	2	3	4																																												
5	6	7	8	9	10	11																																												
12	13	14	15	16	17	18																																												
19	20	21	22	23	24	25																																												
26	27	28	29	30	31																																													
<p>1 Pre-K Teacher Preplanning Days &amp; Open House- Entire Campus (No students)</p> <p>4 First Day of School</p> <p>29 Picnic (Pre-K Activity)</p> <p>Instructional Days: 20</p> <p>School-based Staff Days: 21</p>	<p>AUGUST 2025</p> <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
S	M	T	W	Th	F	S																																												
					1	2																																												
3	4	5	6	7	8	9																																												
10	11	12	13	14	15	16																																												
17	18	19	20	21	22	23																																												
24	25	26	27	28	29	30																																												
31																																																		
<p>1 Labor Day (Campus Closed)</p> <p>9 Grandparents Breakfast (Pre-K Activity)</p> <p>26 Movie of the Green - (Pre-K &amp; Preschool Activity)</p> <p>Instructional Days: 21</p> <p>School-based Staff Days: 21</p>	<p>SEPTEMBER 2025</p> <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30											
S	M	T	W	Th	F	S																																												
	1	2	3	4	5	6																																												
7	8	9	10	11	12	13																																												
14	15	16	17	18	19	20																																												
21	22	23	24	25	26	27																																												
28	29	30																																																
<p>13 Indigenous Peoples' Day/Teacher Professional Learning Days (Pre-K Students Out)</p> <p>14-17 Fall Break (Pre-K Students and Teachers)</p> <p>31 Fall Festival (Entire Campus Activity)</p> <p>Instructional Days: 18</p> <p>School-based Staff Days: 19</p>	<p>OCTOBER 2025</p> <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31								
S	M	T	W	Th	F	S																																												
			1	2	3	4																																												
5	6	7	8	9	10	11																																												
12	13	14	15	16	17	18																																												
19	20	21	22	23	24	25																																												
26	27	28	29	30	31																																													
<p>1 Election Day/Teacher Professional Learning Day (Pre-K Students Out)</p> <p>4-14 Initial Parent Conference (Pre-K &amp; Preschool)</p> <p>30-31 Fall Picture Day (Entire Campus Activity)</p> <p>24-26 Thanksgiving Break (Pre-K Students and Teachers)</p> <p>27-28 Campus Closed</p> <p>Instructional Days: 14</p> <p>School-based Staff Days: 15</p>	<p>NOVEMBER 2025</p> <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
S	M	T	W	Th	F	S																																												
						1																																												
2	3	4	5	6	7	8																																												
9	10	11	12	13	14	15																																												
16	17	18	19	20	21	22																																												
23	24	25	26	27	28	29																																												
30																																																		
<p>18 Christmas Program @ 11 (Entire Campus)</p> <p>22-31 Christmas Break (Pre-K Students and Teachers)</p> <p>26-28 Campus Closed</p> <p>Instructional Days: 15</p> <p>School-based Staff Days: 15</p> <p>Semester 1: 90 Days</p>	<p>DECEMBER 2025</p> <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31									
S	M	T	W	Th	F	S																																												
		1	2	3	4	5																																												
6	7	8	9	10	11	12																																												
13	14	15	16	17	18	19																																												
20	21	22	23	24	25	26																																												
27	28	29	30	31																																														
<p>1-2 Christmas Break (Pre-K Teachers and students)</p> <p>1 New Year Day - Campus Closed</p> <p>5 Pre-K Teacher Professional Learning Day (Pre-K Students Out)</p> <p>6 Begin 2nd Semester</p> <p>30 Animal Farm (ALL)</p> <p>19 M.L. King, Jr. Birthday (Campus Closed)</p> <p>Instructional Days: 20</p> <p>School-based Staff Days: 20</p>	<p>JANUARY 2026</p> <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
S	M	T	W	Th	F	S																																												
					1	2																																												
3	4	5	6	7	8	9																																												
10	11	12	13	14	15	16																																												
17	18	19	20	21	22	23																																												
24	25	26	27	28	29	30																																												
31																																																		
<p>12 Black History Program (Pre-K &amp; Preschool Activity)</p> <p>16-17 Presidents' Day/Teacher Professional Learning Days (Pre-K Students Out)</p> <p>18-20 Winter Break (Pre-K Students and Teachers Out)</p> <p>Instructional Days: 15</p> <p>School-based Staff Days: 17</p>	<p>FEBRUARY 2026</p> <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28														
S	M	T	W	Th	F	S																																												
1	2	3	4	5	6	7																																												
8	9	10	11	12	13	14																																												
15	16	17	18	19	20	21																																												
22	23	24	25	26	27	28																																												
<p>2-4 Dr. Seuss Week Activity (ALL)</p> <p>Instructional Days: 22</p> <p>School-based Staff Days: 22</p>	<p>MARCH 2026</p> <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31											
S	M	T	W	Th	F	S																																												
1	2	3	4	5	6	7																																												
8	9	10	11	12	13	14																																												
15	16	17	18	19	20	21																																												
22	23	24	25	26	27	28																																												
29	30	31																																																
<p>3 - Good Friday (Campus closed)</p> <p>TBA - Visit to West Manor</p> <p>6-10 Spring Break (Pre-K Students and Teachers)</p> <p>20-21 Spring Picture Day (Entire Campus Activity)</p> <p>Instructional Days: 16</p> <p>School-based Staff Days: 16</p> <p>27- May 8 - Parent Conferences</p>	<p>APRIL 2026</p> <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							
S	M	T	W	Th	F	S																																												
					1	2																																												
3	4	5	6	7	8	9																																												
10	11	12	13	14	15	16																																												
17	18	19	20	21	22	23																																												
24	25	26	27	28	29	30																																												
<p>8 May Day (Entire Campus Activity)</p> <p>13 Pre-K Promenade (Pre-K Activity)</p> <p>20 Pre-K Promotional Exercise</p> <p>25 Memorial Day (Campus Closed)</p> <p>28 Last Day of school</p> <p>27 Teacher Post-Planning Day</p> <p>Instructional Days: 19</p> <p>School Based Staff Days: 20</p> <p>School Year: 180 Instructional Days</p>	<p>MAY 2026</p> <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
S	M	T	W	Th	F	S																																												
						1																																												
2	3	4	5	6	7	8																																												
9	10	11	12	13	14	15																																												
16	17	18	19	20	21	22																																												
23	24	25	26	27	28	29																																												
30	31																																																	
<p>1 Summer Camp Begins</p> <p>19 Juneteenth National Independence Day</p>	<p>JUNE 2026</p> <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30										
S	M	T	W	Th	F	S																																												
		1	2	3	4	5																																												
6	7	8	9	10	11	12																																												
13	14	15	16	17	18	19																																												
20	21	22	23	24	25	26																																												
27	28	29	30																																															

 First/last day  
 Teacher professional learning day (Students do not report)  
 Holiday

Blue First/Last day  
Green Teacher professional learning day (Students do not report)  
Red Holiday

Website : [trinity-elc.org](http://trinity-elc.org) - About us





# Trinity Early Learning Centers Pre-K Program: Attendance Policy Overview

The Trinity Early Learning Centers Pre-K Program follows the Atlanta Public Schools' schedule, offering 6.5 hours of instruction each day for 180 days a year. The program operates from 8:00 a.m. to 2:30 p.m., providing a structured and engaging learning environment. Key aspects of the attendance policy include:

## ♦ Daily Schedule

- **Program Hours:** 8:00 a.m. to 2:30 p.m.
- **Arrival:** Children can arrive from 7:45 a.m., earlier for those in the Before School Care Program.
- **Tardiness:** Arrival after 8:05 a.m. is marked as tardy.
- **Pick-Up:** 2:30 p.m. to 2:45 p.m.

## ♦ Attendance Expectations

- **Regular Attendance:** Children are expected to attend regularly and punctually.
- **Absence Limit:** No more than 10 absences throughout the school year.

# Attendance Tracking and Interventions

1. **PreK Parent Meeting:** Mandatory attendance (onsite or online options).
2. **Written Notification:** Attendance check-up via ProCare for each absence or tardy.
3. **Three Unexcused Absences/Tardies:** Phone conference with the child's family to address challenges.
4. **Six Absences/Tardies/Late Departures:** A letter from the director to the family.
5. **Eight Absences:** Mandatory onsite family conference.
  - ♦ **Nine Absences:** Submission to Georgia Pre-K Administrative Office

# Consequences of Excessive Absences

## Forfeiture of Seat:

If a child is absent for 10 or more days without valid reasons (e.g., medical), they will forfeit their seat and be removed from the PANDA roster.



# UNIFORMS

We are a mandatory **UNIFORM** school  
starting August 5, 2021

All Preschool and  
Pre-K Students



**Mon-Thurs**  
**Friday Dress Down**

**Polo Top**

Navy Blue

White

Grey

**Pants, Shorts,**  
**Dress or Skirt**

Navy Blue

Khaki

Uniforms may be purchased at :  
Prestige Uniforms  
Greenbriar Mall  
(404) 349-3100

**Excellence Starts Early**



HELP KEEP TRINITY SAFE AND CHILD FRIENDLY

**No bookbags or hairbeads.  
Sneakers only  
Please and Thank you**



NO OPEN TOE OR JELLY SHOES



# HEALTH & SAFETY

Our sick policy is put in place to protect the teaching staff as well as the other students in the classroom.

- If a child has a fever of **101.0 or higher**, a teacher must contact the child's parent or emergency contact to pick up the child.
- If a child has 3 or more loose stools **within an hour**, a teacher must contact the parent or emergency contact to pick up the child.



(See Parent Handbook our full Policy)



The child must be symptom free for 24 hours before they can return to school.





# INCIDENTS & ACCIDENTS

Our primary goal is to ensure the safety and well-being of our students while in our care.

## ACCIDENT REPORTS

- An accident report will be completed for each injury including minor scratches and abrasions. The report will be made as soon as possible following the accident and no later than the same day.
- Reports will be sent directly to parents via the ProCare App.
- Parents will be notified by phone of any incidents that requires first aid at the center or professional medical care.



(See Parent Handbook our full Procedure)



Download the ProCare App and check it periodically throughout the day for updates and alerts.



# INCLEMENT WEATHER



If the Center Director has determined that weather conditions may make it impossible for the majority of staff to get to The Center, then The Center will be closed.

- Log into [www.wsbtv.com](http://www.wsbtv.com) under the school closure tab to see if The Center will be open on those days.
- The Center will be listed as Trinity AME Early Learning Center. Please call The Center between 6:30a.m. and 7:00 a.m. to see if the Center will be open on those days.
- Parents will receive urgent updates via ProCare Text Service.



Please be sure to update your telephone information if your number is changed.



# Child Care Weather Watch

## Wind-Chill Factor Chart (in Fahrenheit)

		Wind Speed in mph								
		Calm	5	10	15	20	25	30	35	40
Air Temperature	40	40	36	34	32	30	29	28	28	27
	30	30	25	21	19	17	16	15	14	13
	20	20	13	9	6	4	3	1	0	-1
	10	10	1	-4	-7	-9	-11	-12	-14	-15
	0	0	-11	-16	-19	-22	-24	-26	-27	-29
	-10	-10	-22	-28	-32	-35	-37	-39	-41	-43

	Comfortable for out door play		Caution		Danger
---	-------------------------------	---	---------	---	--------

## Heat Index Chart (in Fahrenheit %)

		Relative Humidity (Percent)												
		40	45	50	55	60	65	70	75	80	85	90	95	100
Air Temperature (F)	80	80	80	81	81	82	82	83	84	84	85	86	86	87
	84	83	84	85	86	88	89	90	92	94	96	98	100	103
	90	91	93	95	97	100	103	105	109	113	117	122	127	132
	94	97	100	103	106	110	114	119	124	129	135			
	100	109	114	118	124	129	130							
	104	119	124	131	137									



# NUTRITION

Meals are in accordance with the U.S.D.A. Food and Nutrition program. Weekly menus will be posted in the Center.

Breakfast is served at 8:00 a.m.

Lunch begins at 11:30 a.m.

Snack time begins at 2:15 p.m.

Children on special diets must provide a written statement from the child's doctor stating such.



(See Parent Handbook our full Policy)



## **Birthday Parties & Classroom Celebrations**

Birthday parties, which usually include cake and ice cream, must also have prior approval from the administrative office.

**Balloons are not allowed as part of the party decorations as they pose a choking hazard.** A list of all children with food allergies is posted in each classroom and the cafeterias.
















































# PROCARE COMMUNICATION




Daily Reports  
Pictures and Video  
Payments  
Communicate with Staff  
Incident Reports  
Update Pick Up List  
School Announcements


 <b>Amar Douglas</b> Toddler 2	 2  1  1  2  1
 <b>Amarlyah Simpson</b> Toddler 1	 2  7  2  11
 <b>Armani Simpson</b> Infants 1	 5  5  3  2  1
 <b>Ava Bettis</b> Toddler 1	 2  6  2  11
 <b>Ava Orris-Wynn</b> Infants 1	 2  2  2  1
 <b>Aza Mapp</b> Toddler 2	 2  1  2
 <b>Bella Postell</b> Toddler 2A	 1  2
 <b>Cheyenne Williams</b> Toddler 2A	 1  1  2
 <b>Cylre Anderson</b>	 2  2  2  2

# Incident Report


## DAILY REPORT




**Daily Summary**  
Amar Douglas  
07/14/2022


**Notes**  


Greetings parents. This is the final notice please no open toe shoes. It is a hazard for the children. @12:42 PM


**Naps**  


Started nap at 11:30 AM.  
Slept from 11:01 AM to 2:00 PM.


**Mood**  

Amar was 😊 Cheerful. @4:23 PM


**Meals**  

Amar ate all of the am snack. @8:00 AM Blueberry Muffins, Peaches  
Amar ate all of the lunch. @10:46 PM Chicken & Rice, Mixed Fruit, Whole Grain Rolls, 1% & Whole Milk


**Bathroom**  

Amar's wet diaper was changed. @4:08 PM





**THANK YOU FOR JOINING!**

Website: <https://trinity-elc.org>

Facebook : trinityameearlylearningcenter

Instagram : trinity.elc

Phone: (404) 696.3490

