



PARENT ORIENTATION

Thomas A. Ford, Executive Director

Chee Merritt, Assistant Director

Sy2024-2025

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.

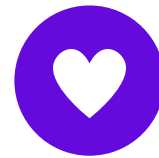
VISION

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



HOURS OF OPERATIONS

Monday – Friday

Drop-Off Time 6:30am
Pick Up Time 6:00pm

- Children are to be dropped off no later than 9:00 a.m. daily.
- Any child reporting to school after 9:00 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."*





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

Consistent Attendance is required.

All children must be in class by:

9:00a.m.

Excellence starts early



Research shows that a maximum of 10 hours per day promotes the best possible outcomes for their emotional and social development.

Based on these findings and our commitment to children (0-3), our policies and procedures for Trinity AME Early Learning Center will include a **10-hour maximum school day.**



SY2024 - 2025 Infant-Preschool

Center Site Name : Trinity AME Early Learning Center, LLC

Daily Start
Time: 6:30 AM
 Daily End
Time: 6:00 PM



July 4 - Campus Closed
 July 26- Annual Staff Development
 Campus Closed
 July 31 - Open House (Entire Campus)
 August 1- First Day of School
 September 2 - Campus Closed
 November 28&29 - Campus Closed
 December 25&26&27 - Campus Closed

July 2024

S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
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28	29	30	31			

August

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September

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29	30					

October

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November

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December

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SY2024 - 2025 Infant - Preschool

Center Site Name: Trinity AME Early Learning Center

January 1- Campus Closed
January 20 - Campus Closed
April 18 - Campus Closed
May 26 - Campus Closed
May 30- Last Day of School
June 2 - Summer Camp Starts -
Entire Campus
June 19- Campus Closed

January 2025

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April

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27	28	29	30			

May

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June

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29	30					



PROGRAM

Georgia Early Learning and Development Standards (GELDS)

- Physical development and fine and gross motor skills
- Social and emotional development
- Communication, language and literacy
(Conversation time, stories, songs)
- Cognitive development and general knowledge
(Math, Social Studies, Science, Creative arts and crafts)





Monthly Themes for 2024-2025

<p>August</p> <ul style="list-style-type: none"> • Back to School • School Safety • All About Me • The 5 Senses • My Family, Friends, and Me <p>Intentional Teaching: It encourages young learners to explore their unique identities, talents, and personalities</p>	<p>September</p> <ul style="list-style-type: none"> • Community Helpers • Friendship • Safety • Helping Others • Labor Day <p>Intentional Teaching: When children interact with community helpers, they gain knowledge about the world around them. Books, pictures, and posters are also ways to introduce community helpers</p>	<p>October</p> <ul style="list-style-type: none"> • Harvest • Leaves • Squirrels & Acorns • Fall or Autumn • Apples • Pumpkins <p>Intentional Teaching: This month is a time of transition from summer to winter, colder temperatures, and changing leaves. Children can observe these changes through sensory play, such as watching leaves change colour, feeling different textures, and listening to sounds.</p>
<p>November</p> <ul style="list-style-type: none"> • Thanksgiving • Pilgrims & Native Americans • Pumpkins • Turkeys • Hibernation & Nocturnal Animals • Veterans Day & Elections <p>Intentional Teaching: Nocturnal animals are fun to study such as bats, owls, cats, hedgehogs, and raccoons. In this month, study and explore all these nocturnal animals and learn more about these creatures</p>	<p>December</p> <ul style="list-style-type: none"> • Cultural Foods • Winter • Holidays Around the World • Story of the Gingerbread Man • Christmas • Kindness <p>Intentional Teaching: Children will get exposed to facts about different ethnicities, cultural traditions, genders, family types, physical abilities, and more. Provide various books, toys, learning materials highlighting characters with diverse backgrounds, etc.</p>	<p>January</p> <ul style="list-style-type: none"> • New Years • Arctic Animals (Penguins, Pelicans, & Puffins, Polar Bears) • Snow & Ice • Black History <p>Intentional Teaching: The Arctic Ocean is the world's smallest and shallowest ocean. It is the home to lots of wonderful wildlife, including polar bears, Arctic foxes, walrus, seals and whales.</p>
<p>February</p> <ul style="list-style-type: none"> • Dental Health • Germs & Healthy Habits • Valentine's Day • Black History Month • 100th Day of School 	<p>March</p> <ul style="list-style-type: none"> • Dr. Seuss • Insects • Transportation • St. Patrick's Day • Plant Life Cycle 	<p>April</p> <ul style="list-style-type: none"> • Spring • Earth Day • Recycling • Easter • Frogs Life Cycle



Monthly Themes for 2024-2025

<ul style="list-style-type: none"> • President's Day <p>Intentional Teaching: The best way to introduce healthy habits to your students is to be a role model. Sharing information about eating healthy foods, staying active, drinking plenty of water, and getting proper sleep can help them develop healthy habits to last a lifetime.</p>	<ul style="list-style-type: none"> • Arts Education <p>Intentional Teaching: March can be a time to learn about the life cycles of plants and its correlation to the weather. This month is also Arts Education Month, which can be a time to celebrate creativity and imagination in your classroom.</p>	<p>Intentional Teaching: Earth Day is an excellent time to introduce important concepts such as recycling, planting, and pollution. Earth Day can help children develop a sense of responsibility for the environment and make more sustainable choices. They can learn to appreciate nature and understand how their actions impact it. It can also help children develop critical thinking and <u>problem solving</u> skills.</p>
<p>May</p> <ul style="list-style-type: none"> • Memorial Day • Oceans, Rivers, Lakes, Ponds, Water Play • Cinco De Mayo • Mother's Day • End of the School Year <p>Intentional Teaching: The ocean plays a vital role in almost every aspect of human life, and every child's eyes could really learn something about the ocean's wonders. By understanding how the ocean is connected to everything, children will learn to care for and protect it. The ocean also helps us breathe.</p>	<p>June</p> <ul style="list-style-type: none"> • Summer • Farm, Zoo, and Circus Animals • Beach Safety • Father's Day <p>Intentional Teaching: Introducing water safety for children is crucial because drowning is the leading cause of death in children ages 1 to 4. You can talk to the children about bath safety. Children are often tempted to explore new areas, like toilet bowls, and sinks. Supervision as children use the restroom is very important. It will prevent flooding, and other detrimental things.</p>	<p>July</p> <ul style="list-style-type: none"> • Independence Day • Summer Fun • Scavenger Hunts • Gardening • Nature <p>Intentional Teaching: Children can learn about summer through a variety of activities that can help them understand the world around them, develop social skills, and make real-world connections. Some activities like nature scavenger hunts on the playground or through the building, and outdoor art projects. You can encourage children to ask questions, discover, and think critically by connecting lessons to experiences they have throughout the summer. Crafts, cooking, and baking recipes are also great summer activities.</p>

Early literacy is important for children's success because it helps them develop skills that are essential for academic achievement, lifelong learning, and cognitive and language development. Please include at least two reads with props on your lesson plans per day.



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 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.



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

 Amar Douglas Toddler 2	 2  1  1  2  1
 Amariyah Simpson Toddler 1	 2  7  2  11
 Armani Simpson Infants 1	 5  5  3  2  1
 Ava Bettis Toddler 1	 2  6  2  11
 Ava Orris-Wynn Infants 1	 2  2  2  1
 Aza Mapp Toddler 2	 2  1  2
 Bella Postell Toddler 2A	 1  2
 Cheyenne Williams Toddler 2A	 1  1  2
 Cyire Anderson	 2  2  2  1

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



TUITION

- Infants \$180.00 per week
- Toddler One \$170.00 per week
- Toddler Two \$165.00 per week
- Preschoolers \$150.00 per week
- Pre-Kindergarten State-Funded
- Extended Care (including Pre-K) \$75.00 per week
- Summer Enrichment \$150.00 per week
- Discount for Two or More Children 15% of the total fee
- District Teacher Discount 15% of the total fee

- Tuition is due the Friday prior to the week of service and must be paid no later than 10:00 a.m. on Monday of the service week.
- If payment is not received by the close of business on Monday of the service week, entry will not be granted until full payment is received.
- Parents will be given up to two weeks to settle an account. If the account has not been settled after two weeks, the child(ren) will be disenrolled.





THANK YOU FOR JOINING!

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

Facebook : trinityameearlylearningcenter

Instagram : trinity.elc

Phone: (404) 696.3490

