



PRE-K PARENT ORIENTATION

Mr. Thomas A. Ford, Executive Director

Ms. Merritt, Assistant Director

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

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

Sy2024-2025 Class of 2037

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.

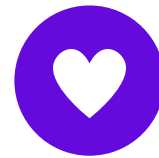
VISION

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 One Daily Schedule



7:45 - 8:00 a.m.	Hand Washing/ Morning Activity
8:00 - 8:20 a.m.	Circle Time
8:20 - 8:30 a.m.	Story Time #1/Hand washing
8:30 - 9:00 a.m.	Breakfast
9:00 - 9:30 a.m.	Large Group/Literacy
9:30 - 10:00 a.m.	Music and Movement
10:00 - 10:15 a.m.	Small Group
10:15 - 11:05 a.m.	Center Time/Interest Areas
11:05- 11:15 a.m.	Phonological Awareness
11:15 - 11:45 a.m.	Story Time #2/Handwashing/ Personal Care
11:45-12:35	Outside Play
12:35 -1:05 a.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

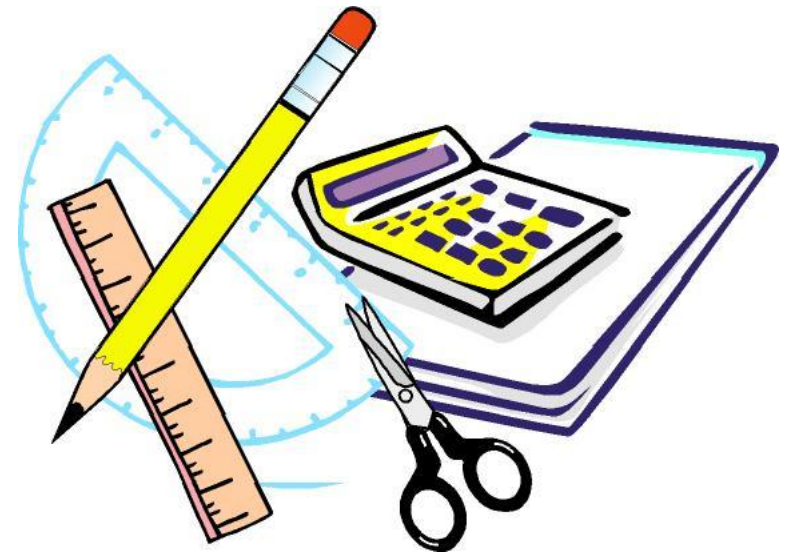
➤ **My Friends**

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."*



SY2024 - 2025 PreK

Center Site Name : Trinity AME Early Learning Center, LLC



Daily Start
Time: 8:00 AM
 Daily End
Time: 2:30 PM

July 4 - Campus Closed
 July 24-31 - Teacher Preplanning Days
 (Teachers Report-Student Break)
 July 26- Annual Staff Development
 Campus Closed
 July 31 - Open House (Entire Campus)
 August 1- First Day of School
 September 2 - Labor Day - Campus Closed
 October 14- Professional Learning
 (Teachers Report-Student Break)
 October 15-18- Fall Break - students and teachers
 November 25-29 - Thanksgiving Break -students and teachers
 December 23-January 3 - Semester Break- students and teachers

July 2024

S	M	T	W	T	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			

August

S	M	T	W	T	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

Instructional days : 22

September

S	M	T	W	T	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					

Instructional days: 20

October

S	M	T	W	T	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		

Instructional days : 18

November

S	M	T	W	T	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

Instructional days: 15

December

S	M	T	W	T	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				

Instructional days:15

Website : trinity-elc.org - About us

SY2024 - 2025 PreK

Center Site Name: Trinity AME Early Learning Center

January 20 -MLK DAY- Campus Closed
February 17- Professional Learning (Teachers Report-Student Break)
April 18 - Good Friday- Campus Closed
May 26 - Memorial Day - Campus Closed
May 30- Last Day of School
June 2 - Summer Camp Starts - Entire Campus
June 19- Juneteenth- Campus Closed

January 2025						
S	M	T	W	T	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	
Instructional Days :19						

February						
S	M	T	W	T	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	
Instructional Days : 15						

March						
S	M	T	W	T	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					
Instructional Days : 20						

April						
S	M	T	W	T	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			
Instructional Days : 16						

May						
S	M	T	W	T	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
Instructional Days : 20						

June						
S	M	T	W	T	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					
Summer Camp						



Website : 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 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





THANK YOU FOR JOINING!

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

Facebook : trinityameearlylearningcenter

Instagram : trinity.elc

Phone: (404) 696.3490

