



Dear Preschool Families:

Welcome to Trinity Lutheran Preschool! We are proud of the wonderful traditions, education, and care we have been providing children and their families for over 60 years. You have chosen a school that is committed to providing a developmentally appropriate Christian environment which recognizes the spiritual, mental, emotional, social and physical needs of the child.

Classes will begin on **Tuesday, September 5th** for Tuesday/ Thursday and Junior Kindergarten classes, and on **Wednesday, September 6th** for Monday/ Wednesday/Friday Classes. All classes begin full sessions on their first day. Enrichment, SonRise and Lunch Bunch will begin the week of September 11th.

Paperwork: The following paperwork for your child must be submitted to the Preschool Office by **August 15th**. Each of these forms can be found on our website at www.tlc-preschool.org.

1. Physical Examination Report

NEW STUDENTS ONLY - Children **NEW** to our preschool must submit a physical examination. **This form needs to be signed by your child's doctor.** The physical exam is good for the duration of your student's enrollment at preschool. We have added a link to our website: www.tlc-preschool.org, allowing you to upload a copy of the completed form (take a picture or upload from your files) directly through our website.

2. Record of Immunizations

NEW STUDENTS ONLY - Children **NEW** to our preschool must submit a record of immunizations. All students attending Trinity Preschool must be completely immunized as required by the Missouri Department of Health prior to entering preschool.

CURRENT STUDENTS - We must receive updates of immunizations or any other information regarding health concerns.

3. Emergency and Personal Information Form

Please note that in compliance with state regulation, **every space must be completed.**

4. Notice of Parental Responsibility Form.

(This form is required by the Missouri Health Department). Our school is inspected by both the State Health and Fire departments and this form provides information related to our most recent inspections. Our

education and discipline philosophies are included in our handbook and can be found on our preschool website, www.tlc-preschool.org

5. Authorized Pick Up Form.

This form is required if you will be having someone pick up your child on a regular basis throughout the year (nanny, grandparent, etc.)

Payments: All payments to Trinity Preschool (tuition, activity fee, lunch bunch, etc.) are done on-line through Brightwheel.

1. **Tuition.** Tuition is figured on the total number of days during the school year and then divided into nine equal payments plus any additional classes (Enrichment, SonRise, Lunch Bunch, etc.). Tuition is due on the 1st day of each month beginning September 1. You paid for May at time of registration. If your tuition payment is received after the 5th day of the month, a **\$10.00 late fee** will be added to your account.
2. **Activity Fee.** Each child will be billed an activity fee of \$50.00 per child. This fee covers all special events, in-2school field trips and regular school supplies during the school year as well as providing a tote bag for each student. We ask all students to use their tote bag each day since it easy for both the teacher and student to access.

Communication: Brightwheel is both our payment and communication app for our preschool. We ask that all communication to your child's teacher be done on-line through Brightwheel. Your child's teacher will return your message promptly at the end of the school day. If it is an emergency, please reach out to the preschool office at 636-227-5720.

Please return all completed forms by August 15th. If you have any questions regarding this information, please feel free to contact me.

We are looking forward to hosting both our "Welcome Back Ice Cream Social" on August 29th at 5:30-6:30 and our "Orientation/Meet the Teacher Event" at 9:00 on Thursday, August 31st. We will send more details about these events as we get closer to the date. We are excited to meet our new families and welcome back our returning families!

In Him,

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Christy Cole
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