



Dear Parents:

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 65 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:** Classes will begin on **Tuesday, September 3<sup>rd</sup>** for Tuesday/Thursday and M-F classes, and on **Wednesday, September 4<sup>th</sup>** for Monday/Wednesday and Monday/Wednesday/Friday classes. All classes begin full sessions on their first day. Enrichment and Lunch Bunch will begin the week of September 9<sup>th</sup>.

**Paperwork:** The following paperwork for your child must be submitted to the Preschool Office by **Friday, August 16<sup>th</sup>**. Each of these forms can be found on our website at [www.tlc-preschool.org](http://www.tlc-preschool.org).

1. **Physical Examination Report.**  
This form is only needed for students **NEW** to our school. **This form needs to be signed by your child's doctor.** We have added a link to our website allowing you to upload a copy of the completed form (take a picture or upload from your files) directly through our website.
2. **Emergency and Personal Information Form.**  
Please note that in compliance with state regulation, **every space must be completed.**
3. **Notice of Parental Responsibility Form.**  
(This form is required by the 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](http://www.tlc-preschool.org)
4. **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, lunch bunch, etc.). Tuition is due on the 1<sup>st</sup> day of each month beginning September 1. You paid for May at time of registration. If your tuition payment is received after the 5<sup>th</sup> 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-school 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 Friday, August 16<sup>th</sup>.** If you have any questions regarding this information, please feel free to contact me.

We are looking forward to hosting our Parent Orientation (adults only please) on Tuesday, August 27<sup>th</sup> at 6:00 pm and our "Meet the Teacher/Popsicles on the Playground" Event on Thursday, August 29<sup>th</sup> at 9:30 am. 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,

*CLCole*

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