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July 30, 2025

Welcome Back to Trinity AME Early Learning Center SY25-26

Dear Parents and Families,

Welcome back to another exciting year at **Trinity AME Early Learning Center**! We are thrilled to open our doors once again and continue our mission of providing exceptional early childhood education and care. This school year, our focus as a center is **excellence in customer service**—ensuring every family feels valued, supported, and confident in the care and education their child receives.

To maintain excellence and order throughout the year, please take note of the following important reminders:

1. **Arrival and Pick-up Times** – The center is open from **6:30 a.m. to 6:00 p.m. daily**. To help children avoid fatigue and receive the best care possible, we ask that children are present no longer than 8 hours per day.
 - The **Infant Room** will operate from **7:00 a.m. to 5:00 p.m.** to provide consistent care for our most vulnerable age group. We have added an additional teacher to support this effort.
 - **Cut-off time for arrival is 9:00 a.m.** for all Infant, Toddler, and Preschool classrooms.
 - **Pre-K students** have a mandatory **6.5-hour instructional day**, running from **8:00 a.m. to 2:30 p.m.**
 - Parents must check children in and out each time they enter or leave the center using the biometric reader. This step is critical for accurate attendance and record-keeping.
2. **Backpacks, Shoes & Hair Beads** – We are a **no-backpack facility** for all classrooms except infants. Each child has a **personal cubby** where a change of clothes and diapering supplies should be kept. Please ensure that **all clothing items are labeled**, especially coats and jackets during the winter months.
 - **Infants:** Diaper bags are permitted; however, all bottles must be labeled with your **child's full name and the current date** each day.
 - For safety during play, **closed-toe shoes** are required daily.
 - **Hair beads are not permitted** as they pose a choking hazard and a safety risk during active play.

3. **Milk and Milk Substitutes** – Trinity AME Early Learning Center participates in the USDA Food Program, which has strict guidelines concerning healthy meals. We are required to serve Whole and 1% cow's milk with breakfast and lunch daily.
 - This year, we have added **Dairystar* Lactose-Free** and **Silk* Soy Milk** as alternatives for children who are allergic to milk or whose religious beliefs prevent consumption of cow's milk.
 - Parents must submit a **written request** for these alternatives, and accommodations will be made through our nutrition department.
 - We **no longer accept personal milk substitutes** brought in from home.
4. **Outside Play During Extreme Temperatures** – Children should spend two hours outside playing during an instructional day. However, due to record summer highs and winter lows, we prioritize both safety and physical activity.
 - Outdoor play **will be adjusted or canceled** when temperatures are **above 89°F or below 40°F** to keep children comfortable and safe.
5. **Tuition Payments** – Tuition invoices will be sent each Friday for the upcoming week of service. Payments must be submitted by Monday to ensure there is no interruption in service. Timely payment is critical to support ongoing operations and staffing.

We are committed to working in partnership with you to create a nurturing, structured, and joyful learning environment. Together, we will make the 2025–2026 school year our best one yet!

Thank you for trusting us with your most precious gift—your child. We look forward to growing, learning, and thriving together this year.

With appreciation,



Thomas Allen Ford Jr.
Executive Director