

# Trinity Learning Center



2025-  
2026



"Train up a child in the way he should go; even when he is old, he will not depart from it."

-Proverbs 22:6

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Dear Parents,

Thank you for choosing Trinity Learning Center for your child's early childhood education. We are happy to announce that enrollment for the 2025-2026 school year is now open. It has been a privilege to care for your child this year, and we look forward to the opportunity to continue serving your family in the upcoming school year.

As spots for next year are expected to fill quickly, currently enrolled families will be given priority before enrollment opens to the community. **Pre-registration will begin on January 9, 2025.**

To secure your child(ren)'s spot for the 2025-2026 school year, please complete and return the enclosed enrollment forms. A \$175 registration fee per family will be billed to your Brightwheel account. If you prefer to pay in cash, please indicate this on your registration form. Kindly note that your child's enrollment will not be confirmed until both the completed forms and the registration fee have been received.

For families new to TLC, open enrollment will begin on **January 21, 2025**. If you have friends or family who may be interested in joining our community, please share this information with them. Enrollment forms can be picked up at the office or sent via email upon request.

Should you have any questions or need assistance, please do not hesitate to contact the TLC office or message through Brightwheel.

We look forward to another wonderful year of learning and growth together!

Blessings,  
Nancy Norrid  
Director  
Office: (940)566-5682  
[nancynorrid@tlcdenton.org](mailto:nancynorrid@tlcdenton.org)



Dear Parents,

I am so excited about another school year and seeing all of the smiling faces back in September. My name is Kelly Hale, and I am the Developmental Specialist at Trinity Learning Center. I completed my Masters degree in Human Development & Early Childhood Disorders from UTD, and I worked in Early Childhood Intervention programs for 14 years serving children with developmental delays and their families. I am a strong believer in giving children hands-on experiences, making learning fun, learning through play, and encouraging independence will giving them a jumpstart in school, and in life.

As the Developmental Specialist I have the pleasure of assisting teachers and families to meet the developmental needs of each child at TLC. Our number one priority is meeting the needs of all children who enter the doors at Trinity Learning Center. As child care providers, we know that 1 in 6 children have a developmental disability or delay, and less than half of these young children are identified prior to entering elementary school. In order to meet these needs, I will be offering developmental screenings throughout the school year. Developmental screenings are completely voluntary, they are no-cost to TLC families, and a consent signed by a parent or legal guardian is required prior to a screening being administered. A developmental screening may be necessary for any child who exhibits a concern in any of the following areas:

<b>*Play</b>	<b>*Social interactions</b>	<b>*Vision</b>	<b>*Fine Motor</b>
<b>*Behavior</b>	<b>*Communication</b>	<b>*Hearing</b>	<b>*Gross Motor</b>

Developmental screenings will be offered ongoing, and scheduling will begin the second week of school. I will be using the Ages & Sages Questionnaire-3rd edition, to determine if further assessment is needed, as well as partnering with your child's teacher to monitor developmental milestones in the classroom. I will review and discuss the outcome of your child's screening, provide local resources for further assessment if needed, discuss developmental milestones, and provide age-appropriate activities to support growth and development at home and in the classroom.

Thank you so much for your cooperation as we continue this partnership with our families, teachers, and children. I am really looking forward to best serving our families and meeting the needs of the children here at TLC.

Please let us know if you have any questions, or would like to discuss the screening process further.

Sincerely,

Kelly Hale

Child Developmental Specialist

# What We Offer

- Chapel
- Mighty Movers
- Music class
- Developmental Specialist on staff
- Certified teachers on staff
- In-house free developmental screenings upon request
- Special Days/Monthly Spirit Days
- Rodeo Day
- Field Day
- Muffins with Mom
- Donuts with Dad
- Brightwheel as our communication platform where you will receive pictures, video's during the day to see what your child is doing
- We follow the Denton ISD calendar (with the exception of starting after Labor Day and ending in mid May)
- Holiday parties
- Handwriting without Tears Curriculum for the Twos through Pre-K students
- Heggerty Phonemic Awareness Curriculum for the Threes through Kindergarten
- Tara West Curriculum for the Kindergarten students
- Kindergarten family luncheon
- Pre-K and Kindergarten graduation
- End of year park day with snow cones for Pre-K and Kindergarten students
- So much more!

Call us to schedule a tour at (940)566-5682 or email at [nancynorrid@tlcdenton.org](mailto:nancynorrid@tlcdenton.org)

# Kindergarten

It's already that time of year when we begin to look ahead at the next school year. We would love for you to consider choosing Trinity Learning Center for your child's kindergarten year. We are excited to be able to offer another year at TLC for our families and community and hope you are too!

Maybe you aren't ready to send your child to public kindergarten due to their age and a year of private kindergarten would be better to prepare them. Or you like the idea of your child continuing at a Christian based school with a smaller class size for one more year before entering 1<sup>st</sup> grade.

Whatever the case, our hope is that we can provide our students with the same excellent experience that they have received in the past at TLC. This program is offered to all students turning 5 on or before September 1<sup>st</sup>, 2025. The class will meet 5 days a week M-F from 9:00-2:00.

## **What does private kindergarten look like at TLC?**

- ⇒ An experienced and certified kindergarten teacher (EC-6/ESL certified)
- ⇒ A small class size of no more than 10 students
- ⇒ A loving Christian environment that focuses on academic and social/emotional goals.
- ⇒ More direct and intentional instruction
- ⇒ Play based learning (lots of hands-on learning!)
- ⇒ Our kindergarten covers the Texas State Standards (T.E.K.S.)
- ⇒ Tara West Curriculum for English, Math, Science, and Social Studies
- ⇒ Heggerty Phonemic Awareness Curriculum
- ⇒ Your child will be ready to enter 1<sup>st</sup> grade
- ⇒ Our kindergarten teacher sends home monthly newsletters of what your child will be learning
- ⇒ Another year of Bible teachings, chapel, and prayer is incorporated throughout the day
- ⇒ We will continue to use brightwheel as a communication tool so you can get pictures and videos throughout the day on what your child is learning.
- ⇒ Find us on Facebook <https://www.facebook.com/TrinityLearningCenter/>
- ⇒ Find us on Instagram [trinitylearningcenter1](https://www.instagram.com/trinitylearningcenter1)

# NEW STUDENT REGISTRATION REQUIREMENTS

Enrollment at Trinity Learning Center is open to children from eighteen months through kindergarten. Children are placed in each class according to their birthday on or before September 1<sup>st</sup>.

Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability, and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy, or disability.

The following forms must be completed, and on file, **five business days** before a child can start school in the fall.

- I. \_\_\_\_\_ Registration Form
2. \_\_\_\_\_ Admission Form (three pages)
3. \_\_\_\_\_ Health Statement (signed by a pediatrician)
4. \_\_\_\_\_ Immunization Record (must be handed in at the time of registration) or
5. \_\_\_\_\_ Texas Immunization Affidavit (notarized and expires after two years)
6. \_\_\_\_\_ Hearing and Vision Screening \*(required by law for children age four)
7. \_\_\_\_\_ Parent Handbook and Operational Policy Agreement
8. \_\_\_\_\_ Discipline and Guidance Form
9. \_\_\_\_\_ Parent's Rights Form
10. \_\_\_\_\_ Early Bird and Later Gator Form
11. \_\_\_\_\_ Tuition Agreement Form
12. \_\_\_\_\_ Emergency Medical Release Form
13. \_\_\_\_\_ Picture for the Emergency Medical Release Form– can be emailed to  
nancynorrid@tlcdenton.org

\*Hearing and Vision Screening for possible vision and hearing problems is required by the Special Senses and Communications Disorders Act, Texas Health and Safety Code, Chapter 36, for children who are four years old. Parents need to bring in their child's screening results from their pediatrician.



# RETURNING STUDENT REGISTRATION REQUIREMENTS

Enrollment at Trinity Learning Center is open to children from eighteen months through kindergarten. Children are placed in each class according to their birthday on or before September 1<sup>st</sup>.

Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability, and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy, or disability.

The following forms must be completed and turned in to complete the pre-registration process.

1. \_\_\_\_\_ Registration Form
2. \_\_\_\_\_ Admission Form (three pages)
3. \_\_\_\_\_ Immunization Record (must be handed in at time of registration) or
4. \_\_\_\_\_ Texas Immunization Affidavit (notarized and expires after two years)
5. \_\_\_\_\_ Hearing and Vision Screening \* (required by law for children age four)
6. \_\_\_\_\_ Parent Handbook and Operational Policy Agreement
7. \_\_\_\_\_ Early Birds and Later Gators Form
8. \_\_\_\_\_ Tuition Agreement

\*Hearing and Vision Screening for possible vision and hearing problems is required by the Special Senses and Communications Disorders Act, Texas Health and Safety Code, Chapter 36, for children who are four-years-old. Parents need to bring in their child's screening results from their pediatrician.

We are authorized to report every child's hearing and vision statement to the state.





# brightwheel

## What is brightwheel?

Brightwheel is a real time feed of your child's school day delivered straight to your mobile device. It is an all-in-one mobile app that allows our teachers to share photos, activities, and communication all in one place! This means more time with their students. As a parent, you'll get private, real-time updates and photos delivered to your phone, computer, or tablet!

## How do I get started with brightwheel?

You must download brightwheel in order to receive daily information, photos, reminders, etc. regarding your child. We do not send home paper copies of daily child reports. It's all electronic through brightwheel.

Go to your google play or app store and download the brightwheel app. You will receive an invite shortly before your child starts at TLC. Follow the instructions in the e-mail to register with brightwheel!

## Why use brightwheel?

**Daily Updates:** Parents receive a real-time feed of activities throughout the day. All added activities show up as push notifications as they are added. activities, naptimes, snack/lunch, diaper changes/potty times, accidents and injuries, notes, and more!

**Photos:** Watch your child's day unfold with photos delivered to your devices!

**Stay Connected:** Stay in touch with your child's teachers and strengthen the school learning with activities at home. Get notifications for photos, notes, reminders and more!

**Digital Check-In and Out:** Sign your children in and out using your own device simply by scanning a QR code at each drop off/pick up spot.

**Messaging:** Leave and receive notes for/from your child's teachers to keep up-to-date on important information.

**Calendar:** Quickly view upcoming events and important dates at your child's school.

**Update Information:** Update your child's information directly from your mobile device or computer. Parents can update their contact information, add or change emergency contacts, add or update allergies and other important medical information, update address, and authorized pickups!

**Paperless Billing:** Secure, online billing for receiving invoices and receipts for tuition, Early Birds, and Later Gators. You also have the option to have your tuition automatically auto drafted from your account.

## Why do parents love brightwheel?

TLC started using brightwheel in the fall of 2021, and our parents have said they love receiving photos and videos throughout the day and the ability to message their child's teachers. With brightwheel you'll feel connected and engaged with your child's development on a whole new level! Brightwheel even offers different level of contacts.

# Assigning Different Contact Roles in brightwheel

Note that each Contact Type has a different level of access to a student's profile and brightwheel features.

## Parents:

- **Can** see all updates in the Daily Feed
- **Can** access all Billing and Payment information
- **Can** add or remove other adults from the child's profile
- **Can** edit child's profile information
- **Can** message the school, and receive messages in an inbox/sent box that is shared between only Schools and Parents

## Family:

- **Can** see all updates in the Daily Feed
- **Cannot** access all Billing and Payment information
- **Cannot** add or remove other adults from the child's profile
- **Cannot** edit child's profile information
- **Can** message the program on the app only
- **Cannot** receive messages from the program

## Approved Pickups:

- **Can** update their personal contact information and check-in code
- **Cannot** see all updates in the Daily Feed
- **Cannot** access all Billing and Payment information
- **Cannot** add or remove other adults from the child's profile
- **Cannot** edit child's profile information
- **Cannot** send or receive messages

## Emergency Contacts:

- Has no access to the child's profile within brightwheel. This is simply a reference for contact information.
- Is the only Contact Type that does not get an invitation to join brightwheel upon being added.

# What to Bring to TLC

All items need to be labeled with your child's first and last name.

- \_\_\_\_\_ Completed paperwork. Your child may not start until we have all paperwork filled out, signed, and the Health Statement/immunizations on file. All paperwork needs to be turned in **five days** prior to the start of school.
- \_\_\_\_\_ Full size backpack large enough to fit class folder, lunch box, extra change of clothes, and other related school work. Small backpacks are not allowed.
- \_\_\_\_\_ Change of clothes– including underwear, socks, top and bottoms to be kept in backpack. Please label all clothing. If your child is potty training, please send in three changes of clothes.
- \_\_\_\_\_ Spill-proof water bottle to be used during snack and recess time. Please send water only. Water bottles and beverage containers with a straw or small flat nozzle are more developmentally appropriate.
- \_\_\_\_\_ Healthy lunch and drink (nothing that needs to be warmed up or kept refrigerated). Thermoses are a great way to pack food that stays warm for lunch time.
- \_\_\_\_\_ All foods can be a choking hazard but especially round foods. If you are sending any thing that is round (cherry tomatoes, grapes, hot dogs, etc.) they **MUST** be cut into fourths.
- \_\_\_\_\_ Please do not let your child bring in toys from home.

## Twos Classes

- \_\_\_\_\_ Diapers/Pull-Ups with your child's initials on the front of each diaper. Please see the next page for our potty-training requirements.
- \_\_\_\_\_ TLC provides the wipes.
- \_\_\_\_\_ Diaper ointment labeled with your child's first and last name (if needed).
- \_\_\_\_\_ Nap mat– please do not bring sleeping bags. We do not have enough storage for these for items.
- \_\_\_\_\_ A blanket or stuffed animal for nap time only.

Please keep a change of clothes in a Ziplock bag to be kept in their backpack

pants/shorts

underwear

shoes (if possible)

shirt

socks

jacket

## **Toilet Training Preparation**

Learning to use the toilet is a big event in a young child's life. Because potty training is a complex process, there are many issues caregivers and families must consider before and during the process of potty training for it to be a successful experience for everyone. It is very important to remember that starting the potty-training process before the child is developmentally ready can create stress and anxiety for the child and the family and increase the length of time it takes to train the child.

All children going into the Three's Classes need to be potty-trained per the TLC Handbook. Summer is a good time to begin this process.

### **During this time, TLC requires that the following guidelines are followed:**

- Pull-Ups with side tabs are to be used and are provided by parents/guardians during potty training
- Dress your child in loose fitting clothes that are easy for them to pull up and down
- List of clothing items that should NOT be worn: overalls or bibs, pants that require the use of a belt, outfits that snaps in-between the legs, one-piece outfits, and dresses (child cannot see to pull down their Pull-Up or underwear)
- 3 sets of extra clothes and an extra pair of shoes all labeled with your child's first and last name
- If your child comes to school in underwear while potty training and has 2 accidents in a short period of time, a Pull-Up will be put on your child
- Pull-Ups with side tabs are to be used and provided by parents/guardians during naptime if child is not "accident" free
- A child will never be forced to sit on the toilet against their will or for long periods of time if they do not want to or will never be punished for "accidents"

### **A potty-trained child is a child who can do the following:**

- Be able to tell an adult they have to go potty BEFORE they have to go
- Be able to pull down and up their underwear and pants without assistance
- Be able to wipe them self after using the toilet
- Be able to get on and off the toilet by themselves
- Be able to wash and dry hands

### **Is your child ready to begin training?**

#### **Physical Signs**

- Is coordinated enough to walk and run steadily
- They are able to urinate a fair amount at one time
- Has regular, well –formed bowel movements at relatively predictable times
- Has "dry" periods of at least 2 hours or during naps, which shows that their bladder muscles are developed enough to hold urine

\*Potty training continued...

### **Behavioral Signs**

- Can sit down quietly in one position for 2-5 minutes
- Dislikes the feeling of wearing a wet or dirty diaper
- Shows interest in others' bathroom habits (wants to watch you go to the bathroom or wear underwear)
- Gives physical or verbal signs when having a bowel movement such as grunting, squatting, or telling you
- Demonstrates a desire for independence
- Takes pride in his/her accomplishments
- Isn't resistant to learning to use the toilet
- Isn't resistant to sitting on the toilet

### **Cognitive Signs**

- Understands the physical signals that mean having to go and can tell you before it happens or even hold it until the bathroom is available
- Can follow simple directions
- Has words for urine and stool
- If your child has most of these skills, then they are probably ready to start potty training. If they do not have most of these skills or have a negative reaction to potty training, it's best to wait a few weeks or months and try again. Remember starting too soon can actually delay the process and cause tears and frustration. Potty training is much easier when the child is ready.
- Trinity Learning Center will not consider a child to be fully potty trained until they are completely accident free for 2 full weeks while in attendance at TLC. The reason we have this policy is for sanitation and to maintain infection control standards for our school and to protect the carpet, furniture, and inventory of the center.

Please let us know if you have any questions. We are looking forward to partnering with you in your child's milestones.

# Trinity Learning Center

## 2025-2026 Registration Form

The first day of school is: **Tuesday, September 2, 2025** and all classes are from 9:00 am to 2:00 pm. \*In addition to regular school hours, we offer early care (Early Birds) from 8:00 am until 9:00 am along with extended care (Later Gators) from 2:00 pm until 3:00 pm. Please see the next page for price options.

**Non-refundable Registration Fee:** \$175.00 per family

**Non-refundable Fall Supply Fee:** \$100.00 per child (will be billed with the September tuition)

**Non-refundable Spring Supply Fee:** \$100.00 per child (will be billed with the January tuition)

### Please check your class choice below

<u>3 Days</u>	<u>4 Days</u>	<u>5 Days</u>	<u>Drop-In</u>
Tuesday – Thursday	Monday – Thursday	Monday – Friday	Monday and Friday
<input type="checkbox"/> 18-24 months \$400.00	<input type="checkbox"/> Threes Class \$450.00	<input type="checkbox"/> Threes Class \$525.00	<input type="checkbox"/> Monday \$40.00*
<input type="checkbox"/> Twos Class \$400.00	<input type="checkbox"/> Pre-K Class \$450.00	<input type="checkbox"/> Pre-K Class \$525.00	<input type="checkbox"/> Friday \$40.00*
<input type="checkbox"/> Threes Class \$400.00		<input type="checkbox"/> Kindergarten \$525.00	<input type="checkbox"/> Monday and Friday \$70*
<input type="checkbox"/> Pre-K Class \$400.00			

\*Drop-In Class Information- The drop-in class is available on Mondays and Fridays for the 18-month and two-year-old classes only. Prior approval is required to confirm availability. **Options:** By signing up for Monday and Friday of the same week the price drops to \$70 for both days. If you need five days a week, please select your 3-day a week class **and** the Monday and Friday option. The tuition would be \$525 a month.

Child's name _____	Date of birth _____	Age on 9/1/25 _____
Toilet Trained: _____ (All three-year-old classes need to be potty-trained)		
Mom's name _____	Dad's name _____	
Address _____	City _____	Zip _____
Mom's cell number _____	Dad's cell number _____	
Mom's work number _____	Dad's work number _____	
Mom's e-mail: _____	Dad's e-mail: _____	
Mom's Employment: _____	Dad's Employment: _____	
Whom does the child live with? _____	Custody Documents on file? _____	
Whom shall we contact first? _____		

Does your child have any allergies ? _____ Yes _____ No	If yes, please explain _____
Does your child have any food allergies? _____ Yes _____ No	Date Action Plan was submitted on _____
How did you hear about us? _____	

### Local Emergency Contact

Emergency Contact Name _____	Phone Number _____
Emergency Contact Name _____	Phone Number _____
Emergency Contact Name _____	Phone Number _____

#### FOR OFFICE USE ONLY

Date _____	Amount Paid \$ _____
Brightwheel/Cash _____	Class _____

## Early Birds and Later Gators

In addition to regular school hours, we offer early care (Early Birds) from 8:00 am until 9:00 a.m. along with extended care (Later Gators) from 2:00 pm until 3:00 p.m.

We have updated our Early Birds and Later Gators options to better accommodate our families. You will now have the opportunity to register for the amount of days your child will attend Early Birds and Later Gators. By checking one of the choices below, you are agreeing to be billed the discounted amount monthly, along with your monthly tuition.

If you are not ready to choose a committed Early Birds and/or Later Gators schedule, it will still be available as needed at the \$10 per session.

Please see the pricing below.

Child's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

3- Day monthly options- \$9.00 per hour			
<input type="checkbox"/>	Early Birds and Later Gators	\$216	\$54/week
<input type="checkbox"/>	Early Birds only	\$108	\$27/week
<input type="checkbox"/>	Later Gators only	\$108	\$27/week

4- Day monthly options- \$8.00 per hour			
<input type="checkbox"/>	Early Birds and Later Gators	\$256	\$64/week
<input type="checkbox"/>	Early Birds only	\$128	\$32/week
<input type="checkbox"/>	Later Gators only	\$128	\$32/week

5- Day monthly options- \$7.00 per hour			
<input type="checkbox"/>	Early Birds and Later Gators	\$280	\$70/week
<input type="checkbox"/>	Early Birds only	\$140	\$35/week
<input type="checkbox"/>	Later Gators only	\$140	\$35/week

Not ready to commit to a weekly schedule but will...	
<input type="checkbox"/>	Use Early Birds or Later Gators at the \$10 rate
<input type="checkbox"/>	Not use Early Birds or Later Gators

<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between;"> <span>Parent Signature</span> <span>Date</span> </div>	<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between;"> <span>Director Signature</span> <span>Date</span> </div>
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# Trinity Learning Center Admission Form

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Child's Home Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Child's Home Phone Number \_\_\_\_\_ Date of Admission \_\_\_\_\_

Whom does the child live with? \_\_\_\_\_ Custody Documents on file? \_\_\_\_\_

Mother's Name _____	Father's Name _____
Mother's Work Number _____	Father's Work Number _____
Mother's Cell Phone _____	Father's Cell Phone _____
Mother's Address _____	Father's Address _____
Mother's City, State, Zip _____	Father's City, State, Zip _____
Mother's Email _____	Father's Email _____
Mother's Employment _____	Father's Employment _____

## 1. Local Emergency Contact and Authorization to pick up

Name _____	Address _____	Phone _____
Relation _____	City _____	State _____ Zip _____
Name _____	Address _____	Phone _____
Relation _____	City _____	State _____ Zip _____
Name _____	Address _____	Phone _____
Relation _____	City _____	State _____ Zip _____

## 2. Receipt of Written Policies

I acknowledge receipt of the facility's operational policies, including those for (Check all that apply).

<input type="checkbox"/> Procedure for release of children <input type="checkbox"/> Illness and exclusion criteria <input type="checkbox"/> Procedure for dispensing medication <input type="checkbox"/> Immunization requirements for children <input type="checkbox"/> Meals and food service practices <input type="checkbox"/> Procedure to visit the center without securing prior approval <input type="checkbox"/> Procedure for supporting inclusive services <input type="checkbox"/> Procedure for parents to contact Child Care Licensing DFPS, Child Abuse Hotline, and CCL website	<input type="checkbox"/> Discipline and guidance <input type="checkbox"/> Suspension and expulsion <input type="checkbox"/> Emergency plans <input type="checkbox"/> Safe Sleep (N/A) <input type="checkbox"/> Procedures for conducting health checks <input type="checkbox"/> Procedures for parents to discuss concerns with the director <input type="checkbox"/> Promotion of indoor and outdoor physical activity including criteria for extreme weather conditions <input type="checkbox"/> Procedures for parents to participate in operation activities <input type="checkbox"/> Authorization for Emergency Medical Care
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**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### 3. Authorization for Emergency Medical Attention

In the event I cannot be reached to make arrangements for emergency medical care, I authorize the person in charge to take my child to the facility to secure any and all necessary emergency medical care for my child.

Name of Physician \_\_\_\_\_ Emergency Medical Care Facility \_\_\_\_\_  
Address \_\_\_\_\_ Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Phone \_\_\_\_\_

### 4. Attendance

My child will normally be in attendance the follow days and times:

Monday from: \_\_\_\_\_ to: \_\_\_\_\_  
Tuesday from: \_\_\_\_\_ to: \_\_\_\_\_  
Wednesday from: \_\_\_\_\_ to: \_\_\_\_\_  
Thursday from: \_\_\_\_\_ to: \_\_\_\_\_  
Friday from: \_\_\_\_\_ to: \_\_\_\_\_

### 5. Child's Special Care Needs (check all that apply)

<input type="checkbox"/> Environmental allergies (see below)	<input type="checkbox"/> Limitations or restrictions on child's activities
<input type="checkbox"/> Food intolerances	<input type="checkbox"/> Reasonable accommodations or modifications
<input type="checkbox"/> Existing illness	<input type="checkbox"/> Adaptive equipment ( <i>include instructions below</i> )
<input type="checkbox"/> Previous serious illness	<input type="checkbox"/> Symptoms or indications of complications
<input type="checkbox"/> Injuries and hospitalizations ( <i>past 12 months</i> )	<input type="checkbox"/> Medications prescribed for continuous long-term use
<input type="checkbox"/> Other: _____	<input type="checkbox"/> N/A (please check if all the above does not apply)

### 6. Allergies and Diagnosed Food Allergies

- Does your child have allergies? ☐ Yes ☐ No  
**If yes, please state what kind of allergies** \_\_\_\_\_
- Does your child have diagnosed food allergies? ☐ Yes ☐ No  
**If yes, please submit a physician's signed action plan** **Date plan was submitted on:** \_\_\_\_\_
- An action plan must be signed and dated by both the physician and parent and include a picture of the child. This plan must be updated by a physician yearly. **You can download the F.A.R.E Form at <https://www.foodallergy.org/living-food-allergy/food-allergy-essentials/free-downloadable-resources>**

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

## 7. Consent Information

The following are changes to hereby added to the original Trinity Learning Center Admission Form from January 2025. Please note that TLC will never have any swimming activities that would require a life vest.

### Water Activities (check all that apply)

I give consent for my child to participate in the following water activities

☐ water table ☐ sprinkler play ☐ splashing or wading pools ☐ swimming pools ☐ aquatic playgrounds

Is your child able to swim without assistance: ☐ Yes ☐ No

If no, your child is required to wear a life jacket while in or near a swimming pool.

### Water Activities

Do you want your child to wear a life jacket while in or near a swimming pool? ☐ Yes ☐ No

\*A competent swimmer can enter and exit a pool safely on their own, tread water or float on their back for one minute, and swim 25 yards with no assistance.

### Water Activities

Does your child have any health, behavioral or other condition that would put them at risk while swimming?

☐ Yes ☐ No If yes, your child is required to wear a life jacket while in or near a swimming pool.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Date

## Health Statement

Name of Child \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_

I have examined the above child within the past year and find that he/she is able to take part in the preschool program and I am verifying the immunizations are attached.

Health Care Professional Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Physician Signature \_\_\_\_\_ Date \_\_\_\_\_

(An ink signature or signature stamp is acceptable)

### COMPLETE ONLY IF APPLICABLE

I am excluding my child from the immunization requirements for reasons of conscience, including a religious belief. I have attached an official notarized affidavit form developed and issued by the Department of State Health Services. I understand this affidavit is valid for 2 years.

Medical diagnosis and treatment conflict with the tenets and practices of a recognized religious organization, which I adhere to or am a member of; I have attached a signed and dated affidavit stating this.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

### PLEASE SIGN ONLY IF YOUR CHILD HAS HAD THE CHICKENPOX

Varicella (chickenpox) vaccine is not required if your child has had chickenpox disease. If your child has had chickenpox, please complete the statement: My child had varicella (chickenpox) on or about (date) \_\_\_\_\_ and does not need varicella vaccine.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

### VISION AND HEARING EXAM RESULTS (required by law for children 4 years old)

The Special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, requires a screening or a professional examination for possible vision and hearing problems for children of certain ages.

If your child has had their 4 year well-check please have your child's physician fill out below. This is required by The State of Texas Childcare Licensing.

Right Eye 20/\_\_\_\_\_ Left Eye 20/\_\_\_\_\_ ☐ Pass ☐ Fail

Ear	1000 HZ	2000 HZ	4000 HZ	Pass or Fail
Right				<input type="checkbox"/> Pass <input type="checkbox"/> Fail
Left				<input type="checkbox"/> Pass <input type="checkbox"/> Fail

Physician Signature \_\_\_\_\_ Date \_\_\_\_\_

(An ink signature or signature stamp is acceptable)



**TEXAS**

## Health and Human Services **ATTENTION PARENTS**

- The minimum standards for this licensed center  
(also available at <https://www.hhs.texas.gov/providers/protective-services-providers/child-care-regulation/minimum-standards> or access the QR code below)
- Parent's Rights
- The investigation or inspection report from Texas Department of Family and Protective Services or Health and Human Services (also available at <https://www.txchildcaresearch.org> or access the QR code below)
- Documentation of liability insurance that complies with Human Resources Code, Section 42.049
- The fire marshal inspection report
- The health department sanitation inspection report
- The gas pipe inspection report (TUMC does not have any gas lines)
- The licensed center operational policies



Minimum Standards



Search Child Care



Texas Health and Human Services Commission  
Child Care Regulation Department

## Parent's Rights

This form provides the required information per Chapter 42 of the Human Resource Code (HRC) Section 42.04271.

**Directions:** Parents will review these rights upon enrolling their child.

### A parent or guardian of a child at a child care facility has the right to:

#### Rights of Parents or Guardians

- (1) enter and examine the child care facility during the facility's hours of operation without advanced notice;
- (2) review the child care facility's publicly accessible records;
- (3) receive inspection reports for the child care facility and information about how to access the facility's online compliance history;
- (4) obtain a copy of the child care facility's policies and procedures;
- (5) review, at the request of the parent or guardian, the facility's:
  - (A) staff training records; and
  - (B) any in-house staff training curriculum used by the facility;
- 6) review the child care facility's written records concerning the parent's or guardian's child;

#### TLC does not have any video recording devices

- (7) inspect any video recordings of an alleged incident of abuse or neglect involving the parent's or guardian's child, provided that:
  - (A) video recordings of the alleged incident are available;
  - (B) the parent or guardian of the child does not retain any part of the video recording depicting a child that is not their own; and
  - (C) the parent or guardian of any other child captured in the video recording receives written notice from the facility before allowing a parent to inspect a recording;
- (8) have the child care facility comply with a court order preventing another parent or guardian from visiting or removing the parent's or guardian's child;
- (9) be provided the contact information for the child care facility's local Child Care Regulation office;
- (10) file a complaint against the child care facility by contacting the local Child Care Regulation office; and
- (11) be free from any retaliatory action by the child care facility for exercising any of the parent's or guardian's rights.

I acknowledge I have received a written copy of my rights as a parent or guardian of a child enrolled at this facility.

**I acknowledge I have received a written copy of my rights as a parent or guardian of a child enrolled at this facility.**

**Child's Name:** \_\_\_\_\_ **Birthday:** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### Resources

Facility Information and Online Compliance History: <http://txchildcaresearch.org>

Child Care Regulation Contact Information: <https://www.hhs.texas.gov/services/safety/child-care/contact-child-care-regulation>



## Operational Discipline and Guidance Policy

This form provides the required information per 26 Texas Administrative Code (TAC) minimum standards §744.501(7), §746.501(a)(7), and §747.501(5).

### Discipline and Guidance Policy

#### Discipline must be:

- 1) Individualized and consistent for each child;
- 2) Appropriate to the child's level of understanding; and
- 3) Directed toward teaching the child acceptable behavior and self control.

#### **A caregiver may only use positive methods of discipline and guidance that encourages self-esteem, self-control, and self-direction, which includes at least the following:**

- 1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- 2) Reminding a child of behavior expectations daily by using clear, positive statements;
- 3) Redirecting behavior using positive statements; and
- 4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

#### **There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited.**

- 1) Corporal punishment or threats of corporal punishment;
- 2) Punishment associated with food, naps, or toilet training;
- 3) Pinching, shaking, or biting a child;
- 4) Hitting a child with a hand or instrument;
- 5) Putting anything in or on a child's mouth;
- 6) Humiliating, ridiculing, rejecting, or yelling at a child;
- 7) Subjecting a child to harsh, abusive, or profane language;
- 8) Placing a child in a locked or dark room, bathroom, or closet with the door closed or open; and
- 9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

**Child's Name:**

**Birthday:**

This policy is effective on the following date: \_\_\_\_\_

Signed by: \_\_\_\_\_

Role: ☒ Parent ☐ Caregiver/Employee ☐ Household Member (CH 747 only)

### Minimum Standards Related to Discipline

- Title 26, Chapter 746 Subchapter L: [http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac\\_view=5&ti=26&pt=1&ch=746&sch=L&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=26&pt=1&ch=746&sch=L&rl=Y)
- Title 26, Chapter 747 Subchapter L: [http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac\\_view=5&ti=26&pt=1&ch=747&sch=L&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=26&pt=1&ch=747&sch=L&rl=Y)
- Title 26, Chapter 744 Subchapter G: [http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac\\_view=5&ti=26&pt=1&ch=744&sch=G&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=26&pt=1&ch=744&sch=G&rl=Y)



# Trinity Learning Center

## Handbook and Operational Policy Agreement

Child's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Please read and initial each section listed below and sign and date the bottom

\_\_\_\_\_  
(initials) I have read the Parent Handbook online at ([www.tlcdenton.org](http://www.tlcdenton.org)) under the registration tab and agree to abide by the principles, requirements, and expectations set forth in this handbook. I understand that to maintain enrollment at TLC all students and parents must support the requirements of the TLC Handbook and school policies.

\_\_\_\_\_  
(initials) I have read the Parent Handbook and have had the ability to ask questions.

\_\_\_\_\_  
(initials) I hereby give my consent for my child to be transported and supervised by the operations employees for Emergency Medical Care.

\_\_\_\_\_  
(initials) I understand that a morning snack is provided, and parents are responsible for sending a lunch and a drink. Microwaves and refrigeration are not available for your child's lunch.

\_\_\_\_\_  
(initials) I agree that I am responsible for the nutritional value of my child's lunch and or snacks brought from home.

\_\_\_\_\_  
(initials) I authorize TLC to use topical preparations on my child including but not limited to Neosporin, diaper rash ointment, anti-itch ointment, bug spray, sting relief wipes, and sunscreen.

\_\_\_\_\_  
(initials) I authorize Trinity Learning Center permission to photograph my child with the intent to use the photograph for internal and external school purposes, such as the Trinity Learning Center website, Facebook page, Instagram, and print material. Your child's name or personal information will NOT ever be shared on any public forum. Please note we can not be responsible for what other parents post on their personal social media.

\_\_\_\_\_  
(initials) I give permission for my contact information to be shared on a class list with other parents in my child's class. Class rosters will be distributed shortly after the start of school. Information should only be used to contact other families in your child's class and may not be used for personal monetary gain, including but not limited to, adding these names to a business mailing list.

\_\_\_\_\_  
(initials) I give permission for my child to participate (age permitting) in "Field Trips" such as an annual class trip to the TUMC Pumpkin Patch, attend weekly chapel in the sanctuary, rehearse for a program in the sanctuary, and take a walk around the church campus. Students will not be transported away from the building.

\_\_\_\_\_  
(initials) I understand if I drop my child off after 9:15 a.m. my child may be denied admittance into the program for the day. Medical appointments are an exception.

\_\_\_\_\_  
(initials) I understand the speed limit in the TUMC parking lot is 5 mph

Would you like to learn more about Trinity United Methodist Church's programs and ministries? ☐ Yes ☐ No

_____ Parent Signature	_____ Date	_____ Director Signature	_____ Date
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# Trinity Learning Center

## Tuition Agreement

2025-2026

Child's Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Mother's Name \_\_\_\_\_

Father's Name \_\_\_\_\_

**Please read and initial each section below and sign and date the bottom**

\_\_\_\_\_  
(initials) Tuition is due on the first day of the month unless payment arrangements have been agreed to by the director. Brightwheel will email all families a monthly invoice three days prior to tuition being due. If payment is not received by the 10<sup>th</sup> of the month, a late fee of **\$35** will be added to your brightwheel account. Your child may be denied a place at TLC until payment is made. **There is no discount given during holidays, student vacations, student illnesses, a change in parents schedule, preschool closings or during the month of May.**

- **Monthly Tuition Amount \$\_\_\_\_\_** (please refer to the registration form)
- **Non-refundable:** Registration Fee per family at Pre-Registration: **\$175.00**
- **Non-refundable:** Fall Supply Fee: **\$100.00** per child (**due with the September tuition**)
- **Non-refundable:** Spring Supply Fee per child: **\$100.00** (**This will be billed in January 2026**)

\_\_\_\_\_  
(initials) In the event of a ACH return or a debit/credit card fee doesn't go through a \$35 penalty will be added to my account. If Trinity Learning Center receives three or more ACH returns in a one year period of time, your enrollment may be terminated.

\_\_\_\_\_  
(initials) Payment of tuition and fees are required for continued enrollment in the program as well as to hold a spot during any long or short term absence. If a child does not attend for one or more months without payment, then a new registration fee will be due upon re-enrollment.

\_\_\_\_\_  
(initials) Trinity Learning Center chooses not to get involved in custody disputes. In the event a court order is on file, Trinity Learning Center will not acknowledge which party is responsible for payment of tuition and fees. These arrangements must be coordinated between the two parents. Late fees and withdrawal guidelines will still apply regardless of which parent is responsible for tuition fees.

\_\_\_\_\_  
(initials) In the event I choose to end my relationship with Trinity Learning Center and withdraw my child, a two week notice will be given in writing. Any unused tuition is non-refundable.

_____ Parent Signature	_____ Date	_____ Director Signature	_____ Date
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## Authorization For Emergency Medical Care

If I cannot be reached to make arrangements for emergency medical care for my child at the time of an illness or accident, I give permission for Trinity Learning Center and its staff to take my child to any of the following:

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

### **To: Doctor**

Name of Doctor \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### **or to: Hospital**

Name of Hospital \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### **Allergies**

Please list any known allergies, illness or disabilities that would conflict with emergency care or treatment within the past year:

\_\_\_\_\_  
\_\_\_\_\_

*If not applicable, please initial here* \_\_\_\_\_

Please attach a **current photo** of your child or email a picture to [nancynorrid@tlcdenton.org](mailto:nancynorrid@tlcdenton.org)

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_