



TCA EARLY EDUCATION PROGRAM

We are excited about our early education team and the opportunity to partner with you as we teach your child not only academically but also spiritually. Our staff, teachers, and assistants are here to work alongside you and help your child become the man or woman God has called them to be. Our teachers are here to love your children, teach them academically, and help them to grow in Christ. All of this will be done through planned and prepared lessons, hands on learning, and special auxiliary classes-art, music, library/technology, spanish, and P.E. This is the age where children are like sponges and soak up everything. We want them to learn and be challenged as they grow. Thank you for allowing us to be partners with you and entrusting your children to our school. We are excited to serve you.

DEVELOPMENTAL GOALS

Physical Development - To provide ample opportunities through games and play for children to develop and control their large muscles. To develop small motor skills through age-appropriate activities such as art, puzzles, playdough, beads, writing, and manipulative toys. To encourage healthy, independent eating habits, and proper rest.

Social Development - To give each child the opportunity to interact with their peers and mature Christian adults in order to stimulate social growth and relationships. This will be accomplished through free play, small and large group interaction, music, and by the supportive relationship between the staff and child.

Cognitive Development - To prepare the environment so that it provides stimulating and challenging materials that will encourage each child to observe, interact, and seek solutions; therefore truly learning. Some of the activities will include age-appropriate games, stories, poems, and fingerplays. Concepts such as phonological awareness (listening, sounds, rhyming), numbers, shapes, and colors will be developed through learning centers.

Emotional Development - To teach children to express but also control their emotions appropriately. To comfort children through stressful times. To be examples of love, joy, peace, patience, kindness, goodness, faithfulness, and self-control and encourage these characteristics in each child.

Spiritual Development - To teach children that God created them and loves them. To introduce scripture memory so children can hide the Word in their heart. To teach Bible lessons applicable to each child's life, so they are doers of the Word.

Auxiliary Classes- To help meet these goals our Early Education students have the privilege of participating in Art, P.E., Spanish, Library/technology, and Music classes each week.

TCA'S EARLY EDUCATION PROGRAM

Staff - The teachers at Trinity are dedicated Christians with a desire to minister to the children and work with the parents to provide the highest quality education and care in a safe and loving environment. Certified teachers plan and implement daily activities to provide opportunity for growth in all areas of development. All staff members are qualified by education, training, and experience to give the best possible care for your child. Regularly scheduled professional development enhances the staff members' knowledge of safety and child development.

Infants (1:4)- The Infant program provides a safe, loving environment where you can feel confident that your child is being cared for and nurtured in a loving Christian environment. Our teachers are dedicated to the care of your child and are CPR certified. Your child will learn daily through music, stories, and play. This will help your child's development in cognitive, language, and motor skills. They will learn about Jesus through stories and song and will be shown the love of Jesus daily.

Toddlers (1-6) and Two-Year-Olds (1-7) - Our active young Little Lions enjoy a day full of singing, stories, play activities, and games to introduce early learning skills. Weekly themes develop a firm Christian foundation as children participate in activities to develop language skills, fine motor control, social skills, and a love for learning. Each class has a certified teacher and a full-time assistant who provide developmentally appropriate instruction and education-based play, as well as, individual, small group, and whole class activities. We also assist children in potty training.

Three-Year-Olds (1:9) – (Age 3 by August 15th) Monthly themes and bright learning centers with a variety of interesting activities are designed to developing social and learning skills. The curriculum offers exposure to academic readiness skills in Reading, Writing, and Math. Bible, circle time, music, and outdoor play allow students to explore and learn in large and small groups or independently. Each child's curiosity, creativity, and self-esteem are enhanced in the loving atmosphere of our program. Students are divided into classes according to age, development, and readiness.

PreKindergarten (1:13) – (Age 4 by August 15th) Future success in reading is encouraged with a literacy-rich environment and research-based pre-reading instruction. In PreK our goal is to teach children letter identification, letter sounds,

patterns and begin word families. Children are also involved in a variety of activities including Bible, hands-on math, and fine motor development, as well as organized and free play in interactive learning centers that appeal to different learning styles. Children learn to respect God, to cooperate with others, and show consideration while learning to appreciate their unique God-given qualities. Special days and daily outdoor play enrich their school and learning experience.

Communication: Teachers send home daily communication to let you know the important information and highlights of your child's day. Teachers are also available through email if you have any questions or concerns. A good way to stay informed about all of the things going on at TCA is through the weekly newsletter. You can also find more information on the web site www.tcalions.com.

It is very important that you open your account in Renweb. It is a key component of our school to home communication. It is also the way we send vital information to you concerning emergencies or school closings. Please contact Jay Cashion (jay.cashion@mytcalions.com) if you have any questions or require assistance getting started.

Screenings/Conferences- Professional screenings for hearing and development in speech begin in Prek. Teachers assess all areas of development throughout the school year. All parents will have the opportunity to meet with the teacher on scheduled conference days or whenever requested.

Report Suspected Child Abuse- The staff at Trinity Christian Academy is required to report suspected child abuse. Trinity will also provide an abuse prevention awareness pamphlet for parents with information on the detection, reporting, and prevention of child abuse in child care centers and in the home.

Lunch: Students can bring their lunch to school or buy lunch from our hot lunch program provided by Sodexo. Lunches are paid out of your lunch account as needed. Information for opening an account with Sodexo is available on the web site or at school. Menus are provided each month on the web site. All meals are combos and include a drink. Pre-ordering is not necessary for elementary students. Little Lions eat in their classroom and Pre-k eats in the cafeteria. If your child brings their lunch to school please include all necessary items such as napkins, and eating utensils. Food should be ready to eat (cut in pieces, assemble lunchables). Microwaves are not available. Please do not send food that needs to be heated. Infants and Toddlers must bring their food. Cereal can not be feed in a bottle but has to be spoon feed.

Ice Cream: Ice Cream is for sale each Friday for 50¢ for the afternoon snack. The cost can be paid weekly or for the whole year with cash or a check to Trinity Christian Academy.

Birthdays and Holidays- We welcome birthday treats as a part of the celebration of your child's special day. Let the child's teacher know when you will be bringing a treat for the class. Parents are asked to be sensitive to the feelings of classmates when planning any party outside of school. Invitations to outside parties may not be given out at school unless the entire class is invited. The method and time of distributing invitations will be determined by teacher. The Elementary office will not accept any deliveries for students from florists or gift shops.

Auxiliary Classes & Chapel: Early Education students, excluding Infants and Toddlers, participate in the Early Education chapel on Thursdays.. Chapel dress is not required. Students also participate in an auxiliary classes each day. They have Music, P.E., Library/Technology, Art, and Spanish.

Supply List:

The supply list for each grade level is posted on the web site. Cots and mats are provided. Mat covers are available for purchase in the elementary office.

TRANSPORTATION

Infant and Toddler's Transportation Plan (Arrival/Dismissal Procedures)

Children travel to and from Trinity Christian Academy in private vehicles with parents or caregivers. A personal transportation plan is kept on file in the school office.

Morning Drop-Off (7:30 – 8:00):

- Drive in through the Main Entrance and then take the first left into the parking lot. Drive through the lot to the last section for convenient parking.
- Park in the parking lot. There is no parking in the circle drive.
- Assistants are at the cross walk until 7:45 to help you bring your child safely in to school.
- Enter the building at the elementary entrance between 7:30 – 8:00 am.
- Parents or authorized representatives must sign the child in each morning at the child's classroom. If for some reason you need to enter the classroom we ask you to put booties over your shoes.
- SCHOOL BEGINS AT 8:00.
- **If you arrive after 8:00, you must use the main entrance and go through security.**

Afternoon Pick-Up (2:30 – 5:30):

- Park in the parking lot. There is no parking in the circle drive.
- Enter through the elementary entrance to pick your child up.

- Students must be picked up and signed out in their classrooms. Only authorized persons will be allowed to pick your child up from school.
- Families with a child in Little Lions and siblings in Elementary School can pick up the older siblings between 2:40 and 2:50. Siblings will be called down to the hallway where they can meet you. Please do not go to the classroom of the older siblings (PreK – 5th Grade).

2's and 3's (Little Lions) Transportation Plan (Arrival/Dismissal Procedures)

Children travel to and from Trinity Christian Academy in private vehicles with parents or caregivers. A personal transportation plan is kept on file in the school office.

Morning Drop-Off (7:30 – 8:00):

- Drive in through the Main Entrance and then take the first left into the parking lot. Drive through the lot to the last section for convenient parking.
- Park in the parking lot. There is no parking in the circle drive.
- Little Lions must be walked in to their classroom.
- Assistants are at the cross walk until 7:45 to help you bring your child safely in to school.
- Enter the building at the elementary entrance between 7:30 – 8:00 am.
- Parents or authorized representatives must sign the child in each morning at the child's classroom door. The sign in/out sheet will be in the hallway.
- SCHOOL BEGINS AT 8:00.
- If you arrive after 8:00, you must use the main entrance and go through security.

Afternoon Pick-Up (2:30 – 3:00):

- Park in the parking lot. There is no parking in the circle drive.
- Enter through the elementary entrance to pick your child up.
- Students must be picked up and signed out in their classrooms. Only authorized persons will be allowed to pick your child up from school. We ask that you pick your child up at the door instead of entering the classroom. This will allow teachers dismissal to run smoother and safer. This is not a time that the teachers are able to conference. However, after 3:00 they will be glad to meet with you.
- Families with a child in Little Lions and siblings in Elementary School can pick up the older siblings between 2:40 and 2:50. Siblings will be called down to the hallway where they can meet you. Please do not go to the classroom of the older siblings (PreK – 5th Grade).

PreK Transportation Plan (Arrival and Dismissal Procedures)

Children travel to and from Trinity Christian Academy in private vehicles with parents or caregivers. A personal transportation plan is kept on file in the school office.

Morning Arrival Procedures:

- PreK students may be dropped off between 7:15 – 7:45 am.
- Cars form one line along the sidewalk of the front circle drive.
- Do not pull up in the crosswalk.
- Students will exit cars onto the sidewalk only. Please let students out as soon as you are past the flagpole in order to unload several cars at once. Students should have their backpacks and be ready to exit the car quickly.
- Parents should not accompany students to their classrooms.
- If you need to come into the building, you must park in the parking lot. There is no parking in the circle drive.
- **Do not drop off children at the bottom of the steps.**
- Students arriving between 7:15 am and 7:30 am will wait in the elementary cafeteria (under supervision) until they are released to their classrooms.
- Students arriving between 7:30 – 7:45 go directly to their classrooms.
- SCHOOL BEGINS AT 7:45 am.
- Students arriving after 7:45 am are considered tardy. They should go directly to the elementary office and receive a tardy notice. The tardy notice will also be sent home.

Afternoon Dismissal Procedures:

Carpool-

We will dismiss carpool in zones. Our first zone will be the purple zone. The purple zone will begin carpool pick up 2:40-2:50. This will consist of families with multiple students outside of the other zones (Example: PreK, 1st, & 3rd grade students in one family). Our next zone is the black zone. The black zone will pick up 2:50-3:00 and will consist of all PreK & Kindergarten students. The third zone is the white zone. The white zone will pick up 3:00-3:10 and will include all 1st and 2nd grade students. The final zone is the grey zone. The grey zone will pick up 3:10-3:15 and will include all 3rd through 5th grade students. You will receive a new carpool tag at Parent Orientation or Supply Drop off. Please use this tag beginning Thursday, August 9th. All families are asked to stay within their zone and park in the front lot if they arrive before their zone time. We will review this plan at Parent Orientation.

- Dismissal will begin at 2:40 pm.
- **Purple zone- Families with Multiple students 2:40-2:50**
- **Black Zone - PreK and Kindergarten 2:50-3:00**
- **All students should be picked up by 3:00 pm.**
- Display your Carpool Tag on your rearview mirror.
- Join the lines when you enter the driveway DURING YOUR ZONE time.
- Put your car in PARK.

- After your children are loaded, please remove your Carpool Tag.
- When all students in this zone have been loaded, the cars will be released one lane at a time.
- Please stay in line to exit the school grounds. Do not attempt to cut through the parking lot or change lanes.
- The next zone will be pulled up, loaded and released.
- Students may not be picked up in their classrooms. Please limit coming into the building during the times of 2:45 – 3:15. This is a very busy and hectic part of the day. It is difficult to dismiss 300 students in a safe and efficient manner if the hallways are crowded. Teachers and students need a quiet environment in which to listen as carpool numbers are called over the intercom.
- If you need to come into the building, you must park in the parking lot. There is no parking in the circle drive.

***Only elementary students will be dismissed to the elementary carpool line.**

*** Elementary students riding with a student driver will be escorted to the main atrium area. The student driver should pick them up there.**

***Every family has been assigned an individual carpool number. If you are picking up additional children, please acquire and display their tag when coming through the carpool line.**

Transportation Notes for ALL Early Education students

- **Only Parents will be allowed to pick up Infants, Toddlers, and Little Lions unless a written document from the parent states otherwise. Each morning please inform the teacher if someone other than the legal guardians will be picking up your child. A legal form of identification must be presented at the time of pickup.**
- Any changes in afternoon transportation plans must be called in to school before 2:15 pm.
- Anyone staying in After School (available until 5:30) will stay in their classrooms until the after school care providers pick them up and they are then under their supervision. Registration for After School is completed through the Admissions Office.
- Parents of students not picked up by 3:15 will be given a warning letter the first time. If it occurs a second or subsequent times, your child will be sent to drop-in After Care at a charge of \$20.00.
- Anyone legally able to pick up a child from school that arrives under the influence of drugs or alcohol will be detained while the other parent or guardian is notified and informed that it is not healthy for the child to be released. The police will be called if the impaired parent insists on taking the child with them.
- Please do not make afternoon appointments with teachers until after 3:00pm.

RESTROOM PROCEDURES

Little Lions

Little Lions students are not required to be potty trained to attend school.

Little Lions students will be assisted with toileting procedures and potty training. We ask parents to communicate clearly to the teacher the toileting needs and procedures of their child. Parents are asked to supply diapers or pull-ups as needed. We also ask that pull-ups be the kind that can be fastened and unfastened on the sides for ease of use. Only school personnel, who have been cleared through a background check as well as the child abuse and sexual offender lists, are permitted to assist children in the bathroom or change diapers. Volunteers are not permitted to assist children in the bathroom.

PreKindergarten

All students in PreK should be independently using the restroom and able to snap or pull up their own pants. It is recommended that PreK students purchase the E-Z clasp uniform belt if they need to wear a belt. Belts are not required in Pre-K.

Teachers will assist the child if necessary.

Try not to be alarmed if your child has accidents the first few days of school. The children will be excited about their surroundings and may forget to go. This is normal and should correct itself once the children get used to their new routine.

However, if accidents continue on a regular basis, a conference will be called to determine if the child is allowed to remain in the PreK program.

All children will be frequently reminded to go to the restroom at regular intervals during the day, but will also be allowed to go to the restroom on an "as needed" basis. Be sure to tell your child it is okay to ask a teacher for help. Doing so may calm fears about what to do when a problem arises. Students will receive assistance when they ask the staff for help. All children will be frequently reminded to wash their hands to prevent disease and/or infection.

EMERGENCY CLOSING OF SCHOOL

In case of bad weather, TCA will announce an emergency closing of school through the news media and text messaging. TCA will not necessarily follow the Jackson-Madison County School system regarding closings. On the days when there is a question regarding the weather, students and parents can keep posted by listening to the local TV and radio stations. Unless the announcement is made that school is closed, students should assume that school will be open. When a decision concerning a closing is made, an announcement will also be placed on the website and Phone Message System.

MEDICAL

Call if you will be absent. If a student is going to be out of school, have a parent notify the school. Daily absences are counted in half-days and full-days. Two half-days count as a full day's absence. If a student is here at least 3 hours but arrives late or leaves early, it will be counted as a half-day absence.

Stay home if you are sick. If a student is ill, he/she will not be allowed to come into school. We will all stay healthier if he/she remains at home until he/she is well. Please do not send your child to school if they have the following conditions:

**Fever over 100°
Conjunctivitis
Impetigo
Diarrhea**

**Chicken Pox
Measles
Vomiting
Hand Foot and Mouth**

Lice/ need proof of treatment

Children should be free from the above symptoms for 24 hours before returning to school.

Medications Policy

Teachers and assistants are not allowed to dispense medication to students. All medication, including prescription, over the counter, asthma inhalers, etc. must be brought to the elementary office by a parent. If your child requires a medication to be dispensed at school the following guidelines must be followed:

1. The medication must be in the original container and include the dosage instruction label.
2. All medication must be kept in the elementary office.
3. Parents are responsible for bringing medicine and picking up empty containers.

School personnel can administer basic first aid to your child. Emergency situations will be dealt with as the situation dictates, and only until we are able to contact the home or follow the designated procedures prescribed by the student's parents. Medicine is not allowed to be added to the Infants bottles.

First Aid - Minor Injuries

Those students receiving minor injuries will be sent to the elementary school office. If appropriate, treatment will be given by a staff member. If it is more serious in nature and requires professional assessment and care, a parent or emergency friend (someone who is available and easily contacted by TCA) will be called so the student can be taken to a medical facility.

First Aid - Major Injuries/Serious Illnesses

In the event of a serious injury or illness, TCA reserves the right to call emergency personnel to assist in the care of the individual. Every attempt will be made to contact the parent before doing so.

Illnesses during School Hours

Students who become ill during the school day will be sent to the elementary receptionist who will call parents to come for the student when this is deemed necessary. It is important that the school have emergency contact telephone numbers in case your child needs to leave for any medical reason. Please notify the office of phone number and address changes. When neither parents nor the emergency friend listed can be reached, the student who is too ill to attend class will remain in the elementary office until someone can be contacted. It is the parent's responsibility to come or send someone for the sick student immediately since the school may not be equipped with proper facilities or personnel. Parents should come to the elementary office to check their child out.

CHANGE OF ADDRESS

Please inform the school of all changes of address. Otherwise, mailings containing important information may be substantially delayed and may lead to communication problems. All address changes should be reported to the elementary school secretary.

DISCIPLINE

Trinity Christian Academy, like any community or organization, must have a basic set of rules for behavior that promotes self-control, character and an environment where learning can take place. Students are expected to behave in a manner which demonstrates a respect for self, others, and recognition of the responsibilities of being part of a Christian educational community.

It is imperative that the classroom environment be conducive to learning. Teachers have a discipline plan to promote this environment. They use discipline methods which draw on their own strengths for effective results. In the vast majority of cases, these methodologies achieve their intended purpose; however, there are students who, despite the best efforts of the teacher, continue to be disruptive. Stronger steps must be taken to assure compliance with acceptable standards of behavior.

When a student is involved in a disciplinary incident, parents will be informed. If parents have questions, concerns, or comments concerning the incident, they are encouraged to contact the teacher directly involved in the incident. If parents have additional concerns after contacting the faculty member, they should contact the director.

GUIDELINES FOR STUDENT BEHAVIOR Behavior Management Procedures

Children who misbehave will be dealt with in a kind and gentle manner in all situations. We will use all or some of the following procedures during the time of misbehavior.

- The teacher or teacher assistant will explain to your child what behavior is not acceptable and why it is not acceptable.
- Your child will receive counseling from the teacher or teacher assistant on how to correct his/her behavior.
- Alternate activity suggestions may be made for your child.
- A "Time out" period may be given if needed. This will be a period of cool down. The child may return to the group or activity after they are calm enough to participate. Your child will be closely monitored during this period.
- If your child cannot return to group activity without further incident, the teacher and/or teacher assistant will find an alternate activity for the student.
- If misbehavior continues after different alternatives have been tried, the parent will be notified of the behavior. The director may also be asked to be involved.
- A behavior chart will be sent home daily to notify parents of their child's behavior in PreK.
- Positive reinforcement will be used for good behavior.

Specific Misbehaviors, Procedures and Consequences

Verbal abuse, biting, kicking, and/or improper touching of a student, teacher, or teacher assistant will not be tolerated at any time. The staff feels that this kind of behavior should be dealt with swiftly and firmly. The procedures of the Behavior Policy will be followed which may result in immediate removal of a student from the area and could also result in temporary or permanent suspension from the program. Before such

suspensions occur, all avenues for correcting this behavior will be pursued unless it is particularly severe or excessive. The parents of the injured party and the offending party will be notified of such actions.

Early Ed Behavior Policy

We understand that tempers flare occasionally and a child may express acts of violence against another child (or adult). "Acts of Violence" include ALL acts of physical violence (hitting, kicking, biting, pinching, etc.) that cause harm to other students or teachers. These acts are a form of communication and are almost always a response to the child's needs not being met or coping with a challenge or stressor. At Trinity we believe by understanding the developmental stages of the children in our care and their individual needs, we can proactively prevent many behaviors by the environment which we create for the children.

Trinity has developed the following plan of action to be used if and when these events occurs in our school.

When a child is hurt:

For the child that did the act:

1. The student is immediately removed with no emotion, using words such as "biting is not okay – it hurts." We will avoid any immediate response that reinforces the incident or calls attention to the student that did the act. Caring attention will be focused on the child who was hurt. The child will be talked to on a level which he/she can understand. "I can see that you want that car, but I can't let you hurt him."
2. The child will be redirected to other work/play.
3. Staff will complete an incident report and notify the family of the incident when the child is picked up for the day.

For the victim:

1. Staff will separate the child who was hurt from the the child that did the act.
2. Special attention will be given to comfort the child.
3. Staff will administer appropriate first aid.
4. Staff will then complete incident report to notify family of the incident.
5. Classroom staff will confer with the director to review the context of the incident.

When the same act continues:

1. Classroom staff will meet with the director on a routine basis for advice, support and strategy planning.
2. In a biting situation, Staff will “shadow” children who indicate a tendency to bite, in order to head off biting situations before they occur.
3. Staff will work together as partners with the parents of both the child doing the act and frequent victims to keep all informed and develop a joint strategy for change.
4. Teachers will hold a conference with the parents of the child doing the hurting to develop a written plan of action. Schedule follow-up meetings or telephone conversations as needed.
5. If hurting others continue, the student may need to be removed for a period of time from the classroom.
6. If it is deemed in the best interest of the child, school, and other children, termination of the child from Trinity for the duration of the biting, hitting, etc. stage may be needed. Written warning will be given to the families before this action will be taken. Regular tuition would be expected during the child’s absence.

CONTACTING FACULTY AND ADMINISTRATORS

Faculty and administrators are more than willing to assist students and parents with their needs and concerns and will make time in their schedule to accommodate them. Every effort should be made to do this during normal school hours. After or before school hours, a message can be left on voicemail or the teacher’s e-mail. Every effort will be made to respond within 24 hours of the message. Faculty and administrators should not be called at home except in the case of extreme emergencies.

Teachers are not available to meet between 2:30 and 3:15 as this is an extremely busy time due to afternoon dismissal when teachers are still supervising their students.

ASSESSMENTS

Assessments will be sent home for Little Lions twice a year in January and May. Assessments for Pre-k will be sent home every nine weeks. These should be signed by the parent(s) and returned to the teacher the following day. Assessments will be withheld if any part of the families' financial account is not current.

PERMANENT RECORDS

Permanent records for students in grades Little Lions - 5th are located in the Elementary Office. Included in the records are results of ability tests and grades. Health and immunization information and a copy of the student's birth certificate, when supplied by the parent, are placed in the file. With the parent's consent, any special psycho educational test reports that supply information helpful to the teachers and student are included in the records. Some disciplinary reports are also included. Records may be viewed by parents upon request. Administrators will be happy to assist parents in test interpretations and ability-achievement correlation. It is best to call and set up an appointment.

LOST AND FOUND

All lost items, except books that are found in classrooms, will most likely be taken to the office at the end of the school day. Unclaimed clothing and shoes will be sent to the Goodwill Center several times a year. Valuables, such as watches, jewelry and glasses, will be stored by the elementary school secretary.

VISITORS

All visitors must go through security at the main office. A driver's license must be shown to receive a visitor pass.

Smoke Free Environment – Smoking is not permitted in the school building or on the grounds of Trinity Christian Academy.

DRESS CODE/UNIFORMS

***Trinity uniform pieces (tops and bottoms) must be purchased from the Uniform Source.** The only exception is uniform pants (for girls and boys) that may be purchased from vendors other than the Uniform Source store as long as they reflect the same style, color and fit as the uniform pant. Pants which do not reflect all three aspects mentioned will not be considered in code. This applies to uniform PANTS and SHORTS only.

Dress Code/Uniforms Enforcement

Uniform dress code compliance is the normal responsibility of a TCA student and parent. It is not optional, and each student's cooperation is anticipated. A Dress Code Violation note will be sent home if the student is out of dress code.

Girls Dress Mix and Match Options

* **Blouse/Shirts** – White or black short or long sleeve; white 3/4 sleeve; purple, black or white short/long sleeve knit all must have logo. Undershirts or camisoles may be worn under blouses/shirts. They must be solid white, black, purple, or grey. Shirts worn under a white shirt cannot have a logo or writing.

* **Jumper** – Plaid; khaki

* **Plaid Dress** - (LL – 2nd)

* **Knit Dress**-Solid black or purple

* **Skorts** - Plaid; khaki

Shorts - Khaki

Pants/Capris - Khaki

Socks or tights – student choice

Shoes - Any shoe or boot with heel not to exceed two inches. No backless shoes, but sandals, clogs, and crocs with a heel strap are acceptable. **Athletic shoes required on P.E. days.**

* **Accessories** - Black v-neck pullover with logo; black cardigan with logo; black v-neck vest with logo; fleece jacket with logo; nylon jacket with logo. TCA or Uniform Source issued sweatshirt or hoodies may be worn on on non chapel days. The hoods are not to be worn on the head in the building at anytime. Students must wear a TCA polo under their TCA sweatshirt/coat/jacket.

Jewelry - Rings, necklaces, and earrings must be tasteful. Use common sense and take into consideration the many activities in which elementary students are

involved. Earrings are to be worn in the ear lobe with a maximum of two per ear while at school. Body piercing is not permitted.

Hair – Hair should be neat, clean and combed. Extreme hair styles are not permitted.

Make-up – Make-up is not permitted in elementary school. No tattoos.

Mission Pride Day- Every Friday is “Pride Day”. Students may wear Trinity t-shirts, sweatshirts, TCA sport shirts, TCA cheer tops, or hoodies with uniform bottoms. The first Friday of every month or as arranged by the school is “Missions Pride Day”. Students may opt to wear jeans or solid (black or grey) athletic pants (no yoga pants, leggings, or tights) for a \$2 donation to support alumni missionaries or other mission endeavors. **Any questionable attire may be deemed unacceptable by an Administrator.**

Boys Dress Mix and Match Options

Shirt - White or black short/long sleeve oxford with logo; purple, black or white short/long sleeve knit with logo. Undershirts may be worn. They must be solid white, black, purple, or grey. Shirts worn under a white shirt cannot have a logo or writing.

Pants - Khaki (flat or pleated).

Shorts - Khaki

Shoes – No Backless shoes. **Athletic shoes required on P.E. days.**

Belts – Belts are NOT required. If boys in 2nd grade and under prefer to wear a belt, the magnetic clasp kind is recommended.

Accessories - Black v-neck pullover with logo; black cardigan with logo; black v-neck vest with logo; fleece jacket with logo; nylon jacket with logo. TCA or Uniform Source issued sweatshirt or hoodies may be worn on non chapel days. The hoods are not to be worn on the head in the building at anytime. Students must wear a TCA polo under their TCA sweatshirt/coat/jacket.

Hats - Hats may not be worn or carried around school.

Hair - Hair should be neat, clean, and combed. Extreme hair styles are not permitted.

Jewelry - Earrings may not be worn to school or any school function. Necklaces must be tasteful. Body piercing and tattoos are not permitted.

Mission Pride Day- Every Friday is “Pride Day”. Students may wear Trinity t-shirts, sweatshirts, TCA sport shirts, TCA cheer tops, or hoodies with uniform bottoms. The first Friday of every month or as arranged by the school is “Missions Pride Day”. Students may opt to wear jeans or solid (black or grey) athletic pants (no yoga pants, leggings, or tights) for a \$2 donation to support alumni missionaries or other mission endeavors. **Any questionable attire may be deemed unacceptable by an Administrator.**

Children play outside every day that weather permits. It is the parent's responsibility to make sure their child is appropriately dressed for the weather. Label all belongings. Each child will keep a complete change of clothes in their class in case of spills or accidents.

Outdoor Play Dress Guidelines

It is important for our children to get outside every day that the weather permits. Please make sure that your child has appropriate outerwear for playing outside for 30 minutes each day. A Trinity fleece or jacket is not required. Students may wear any warm coat, and may also need a hat and/or mittens. We will use wisdom and common sense in determining when it is appropriate to go outside, but we cannot base the decision on whether or not the students have brought the right clothing. Children need to come to school each day prepared to go outside.

PARENT ORGANIZATIONS

Athletic Booster Club

The purpose of the Athletic Booster Club is to support the total school program through personal service, financial aid, and prayer with emphasis on the needs of athletes.

P.A.W.S. (Parents Always Willing to Serve)

The purpose of P.A.W.S. is to develop united efforts between parents, administrators, and faculty that will secure for the students the highest advantages of a truly Christian education—spiritually, academically, culturally, socially, and physically. Although the association is an independent organization established for this purpose, it recognizes the overall authority of the school trustees in all things pertaining to the school and its program.

Fine Arts Guild

The Fine Arts Guild of Trinity Christian Academy will assist the Fine Arts Department in the organization and promotion of visual and performing arts on the Trinity campus. Recognizing that all good gifts come from our heavenly Father, Trinity's Fine Arts Guild will seek to enhance those God-given talents within the students through education and gift-development.

LEGAL OPERATION

Trinity Christian Academy

10 Windy City Road

Jackson, TN 38305

Phone: (731) 668-8500

Fax: (731) 668-4040

Trinity Christian Academy admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, athletic and other school-administered programs.