

**Trinity Learning Center  
12733 Kingston Pike  
Knoxville, TN 37934  
865-288-3420**

### **Program Information**

Trinity Learning Center (TLC) is a Christian-based child care center for young children ages 12 months through 5 years. We know that play-based learning is the best way to help young children grow, learn, and prepare for their future school experiences. We believe in developing the “whole” child – intellectually, socially, emotionally, physically, and spiritually.

We are licensed by the State of TN through ongoing oversight and annual licensing review by the Department of Human Services. We are consistently top rated as a 3-Star Program by the State of Tennessee, which oversees state learning standards, health and wellness, staffing expectations with ongoing training and operations procedures.

TLC follows a traditional school-year schedule and does not offer services during the summer.

### **Schedule and Hours of Operation**

With the exception of our fall start date, Christmas break, and May end dates, we follow the schedule of Knox County Schools with one Staff Training Days mid-year. (Note: We are closed on all of the same holidays, in-service, and snow days as Knox County.) **See School Calendar**

School Hours are from 9:00 a.m - 2:00 p.m., Monday thru Friday. Our current classes are offered either 2, 3, 4, or 5 days a week. Class options for each age are listed in the chart below. Younger children can enroll in 2 classes to attend 5 days/week. Office Hours are from 9:00 a.m - 2:00 p.m, Monday – Friday as well.

All children need to bring a healthy snack and lunch from home each day for the regular school day.

### **Class Options**

**Note: Younger students wishing to enroll 5 days/week may enroll in 2 classes.**

	2 days	3 days	4 days	5 days
<b>Toddlers</b>	Monday/Wednesday	Tuesday/Thursday/Friday		
<b>Older Toddlers/ Young 2's</b>	Monday/Wednesday	Tuesday/Thursday/Friday		
<b>Older 2's</b>	Monday/Wednesday	Tuesday/Thursday/Friday		
<b>3 Year Olds</b>	Monday/Wednesday	Tuesday/Thursday/Friday		
<b>4 Year Olds</b>	Monday/Wednesday	Tuesday/Thursday/Friday <b>or</b> Monday/Wednesday/Thursday	Monday/Tuesday/ Wednesday/Friday	Monday-Friday
<b>5 Year Olds</b>				Monday-Friday

## **Extended Care**

Extended care is offered for our children over 2 years of age. Extended care hours are before school from 8:00 a.m. - 9:00 a.m., and/or after school from 2:00 p.m. - 3:15 p.m. Occasional Extended Care is also available as room allows. A two-day notice is required to ensure there is room for your child.

## **Enrichment Programs**

Trinity Learning Center offers after school enrichment programs throughout the school year to add to your child's learning experience. These programs will be made known to parents as they are scheduled. Examples of the types of programs that could be offered are soccer, basketball, gymnastics, dance, and art.

## **Keeping Up to Date**

For more information, updates, and news, please visit our website at [www.tlcknox.com](http://www.tlcknox.com)

## **Enrollment Facts and Fee Information**

TLC accepts children 12 months - 5 years old. Age for enrollment is calculated on August 15<sup>th</sup> of the enrollment year. Exact age of all children will be calculated in months to determine classroom placement. Children are placed in classes with other children close in age and development in order to best meet their individual needs. Children's age in months will be used to determine placement as well as factors specific to each child. In some cases, this may determine the days your child may attend. Children enrolling in a 3's or older class must be potty trained and in underwear on the first day of school. We will check with potty-training families closer to the start of school to ensure we have the best placement for your child.

Tuition is determined by the number of class days offered, with holidays and school closing days factored into those fees. Tuition is divided into 10 equal monthly payments. The first payment is due by May 15<sup>th</sup> to confirm enrollment and is non-refundable. The next 9 payments will be due on the 15<sup>th</sup> of each month running from August 15<sup>th</sup> through April 15<sup>th</sup>. A \$50 activities fee is also due with the first month's payment for fun events throughout the year; Trunk-or-Treat, Pumpkin Patch, Muse Science Program, Pizza Lunch, Fun Days, etc.

## **Registration**

Registration forms are available online to print or copies are available at Trinity Learning Center.

There is a \$200 registration fee per child with a discounted rate for additional siblings of \$125. (i.e. 1 child=\$200, 2 children=\$325, 3 children=\$450) This fee is non-refundable, for any reason, if your child is placed in a class. If your child is not admitted into the program, your registration fee will be refunded.

**Every child must have a registration form filled out and registration fee paid in order to be placed in a class. These can only be turned in on or after our assigned registration dates.**

Many variables impact the placement of children in classes. It isn't always possible for everyone to have their 1<sup>st</sup> choice or preference of days. Your child will be placed on a waitlist for your first choice if they are not able to be placed in that class at the time of registration. They will be enrolled in your 2<sup>nd</sup> choice if that is indicated. Changes can be made as openings become available. If your preferred class is full and you do not select a second choice, your child will not be placed in a class and will be added to the waitlist.

Once a child is enrolled you will receive a registration packet in April to create/update your child's file. For any additional information or questions please contact us at 865-288-3420 or [admin@tlcknox.com](mailto:admin@tlcknox.com).