



TRINITY
CHRISTIAN
ACADEMY

Family Resource *Book*

The Schools of Early Learning and Grammar
2025-2026



Welcome to the Trinity Family!

We Are Always Here for You!

Please contact us with any questions. We count it a privilege to partner with your family in your child's education. We look forward to what the Lord will accomplish this year as we trust His wisdom and guidance!

Administrators

Luke McAnally, *Co-Head of School, Principal Grades 6-12*: lmcanally@trinitylex.org

Brooks Ward, *Co-Head of School*: bward@trinitylex.org

Melissa Feaster, *Director of Business Operations*: mfeaster@trinitylex.org

Anita Haddock, *Director of Curriculum and Instruction*: ahaddock@trinitylex.org

Sarah Taylor, *Director of Advancement*: staylor@trinitylex.org

Vicki White, *Principal Grades PreK-5*: vwhite@trinitylex.org

Other Contacts

Pam Hacker, *Lower Campus Receptionist*: phacker@trinitylex.org

Schools of Early Learning and Grammar Phone Number: (859) 271-0079

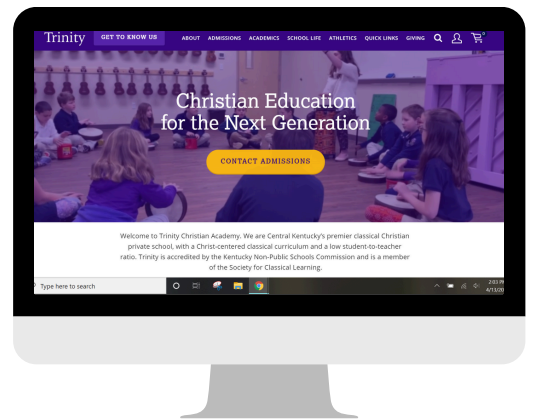
Schools of Logic and Rhetoric Phone Number: (859) 475-1478

General Resources

Parent Resource Page

To access the Parent Resources page of our website, click Parent Resources on the main menu at trinitylex.org, or simply click [here](#).

Password: Tr1n1ty (with the number one replacing the i's in "Trinity")

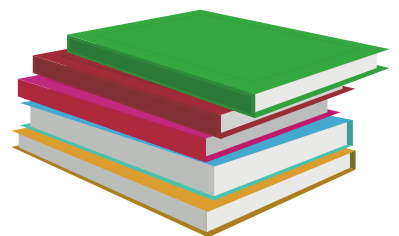


Parent and Student Handbook

This is a wonderful resource that will answer many of your questions. View the book [here](#). Please note that this handbook is for the 2024-2025 school year; an updated handbook will be sent out to families before the fall semester begins.

School Supplies

Supply lists for the Lower Campus can be found under "Summer Reading, etc" under Parent Resources on the main menu at trinitylex.org or by clicking [here](#).



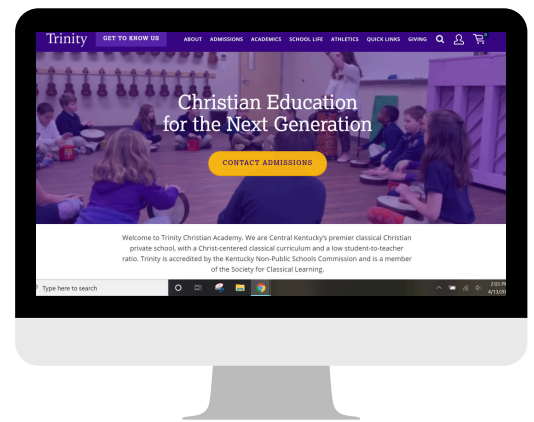
General Resources

TADS

TADS is our online platform used to monitor student grades and manage tuition payments.

To access student grades and report cards, select "Tads Educate" on the top of the Parent Portal at trinitylex.org, or click [here](#).

To access financial information, select "Tads Login" at the top of the Parent Portal at trinitylex.org, or click [here](#).



Girl Dress Code

Three-year-old pre-kindergarten students aren't required to wear uniforms but may do so if you desire. Three-year-old pre-kindergarten, 4-year-old pre-kindergarten, and junior kindergarten students may wear bottoms with an elastic waist band.



Top

- White, purple, or navy polo shirts. Peter Pan white collared shirts may also be worn.
- At least one shirt button must be buttoned at all times.
- Long-sleeved or short-sleeved shirts may be worn.
- *Shirts must be tucked in at all times.*

Bottom

- Khaki pants, walking shorts, skorts, jumpers, or skirts.
- Skirts, shorts, skorts must be no more than three inches above kneecaps.
- Closed-toe shoes, closed-heeled flats or tennis shoes.
- *Belts must be worn with pants or shorts.*
- *Leggings under skorts, jumpers, or skirts must be navy, black, or white.*



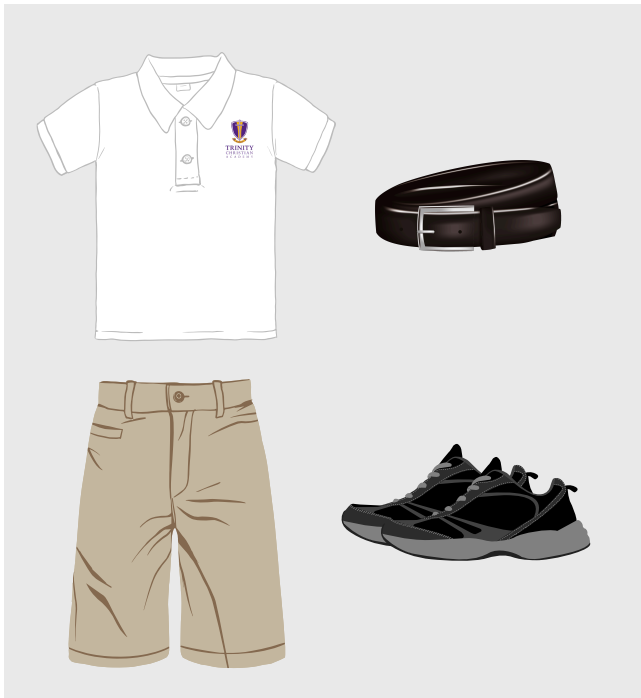
Please review our full dress code [here](#) to see all guidelines.

Boy Dress Code

Three-year-old pre-kindergarten students aren't required to wear uniforms but may do so if you desire. Three-year-old pre-kindergarten, 4-year-old pre-kindergarten, and junior kindergarten students may wear bottoms with an elastic waist band.

Top

- White, purple, or navy polo shirts.
- Long-sleeved or short-sleeved shirts may be worn.
- *At least one shirt button must be buttoned at all times.*
- *Shirts must be tucked in at all times.*



Bottom

- Khaki pants or shorts
- Shorts no more than three inches above kneecaps
- Closed-toe shoes or tennis shoes.
- *Belts must always be worn with pants or shorts.*

Please review our full dress code [here](#) to see all guidelines.



Dress Code

Additional Gear

Solid-colored (no writing) sweatshirts (no hoods), “fleeces” (no hoods), sweaters (no hoods), or sweater vests (no hoods), Trinity logos are optional.

- Colors: white, purple, or navy.
- Items listed above must be worn over the approved shirts, with the collar showing.

Hoodies and various colored sweatshirts with Trinity logo or Trinity sports teams can be worn on Friday spirit days only.

Additional Outdoor ONLY Gear

Jackets, hoodies, mittens, scarves, hats are permitted as needed.

Chapel/Field Trips

All students must wear either a white or a purple polo shirt with the Trinity logo and khaki bottoms for chapel day and field trips unless otherwise designated by the child’s teacher.



Dress Code

Uniform Exchange

We have a supply of gently used uniforms, donated by Trinity families whose children have outgrown them. These items are free to families who would like them. If you are interested in seeing what's available, email Pam Hacker at phacker@trinitylex.org.

Titanwear

Students may wear Titanwear and jeans every Friday. Watch your email for current offerings or check [here](#).

Uniform Ordering

We encourage families to order uniforms through our Lands' End store or through Trinity mom, Melody Kamb. Families may purchase their own polos separately in the appropriate colors that comply with our dress code guidelines and have them monogrammed by Melody Kamb for \$8.48 per item. These items can be dropped off at the Lower Campus with the [monogram order form](#) and they will be returned to the Lower Campus for pickup upon completion. If you have any questions, please contact Pam Hacker at phacker@trinitylex.org.



After School Care & Sickness

After School Care

Trinity partners with the YMCA to offer after-school care M-F, 3:00-5:30 p.m. when school is in session. Students must be pre-registered through the YMCA. Sign up at [this](#) link.

For more details, contact Mr. Ward at bward@trinitylex.org or Mrs. White at vwhite@trinitylex.org.

Sickness Procedures

Out of consideration for other students and teachers, students with signs of a contagious illness (i.e., strep throat, fever over 100 degrees, vomiting) should not be sent to school. A student should be without a fever of 100 degrees or over for 24 hours (without medication, e.g., Tylenol, Motrin, etc.) before coming back to school. A student should be kept home if vomiting or diarrhea occurs during the night or in the morning before school. Please notify the school office by emailing attendance@trinitylex.org by 8:45 am or by telephone if your child will not be at school. Please send a note upon return to school documenting the reason for absences.

If a child becomes sick at school, the receptionist will contact the parents.

Arrival and Dismissal Procedures

Arrival

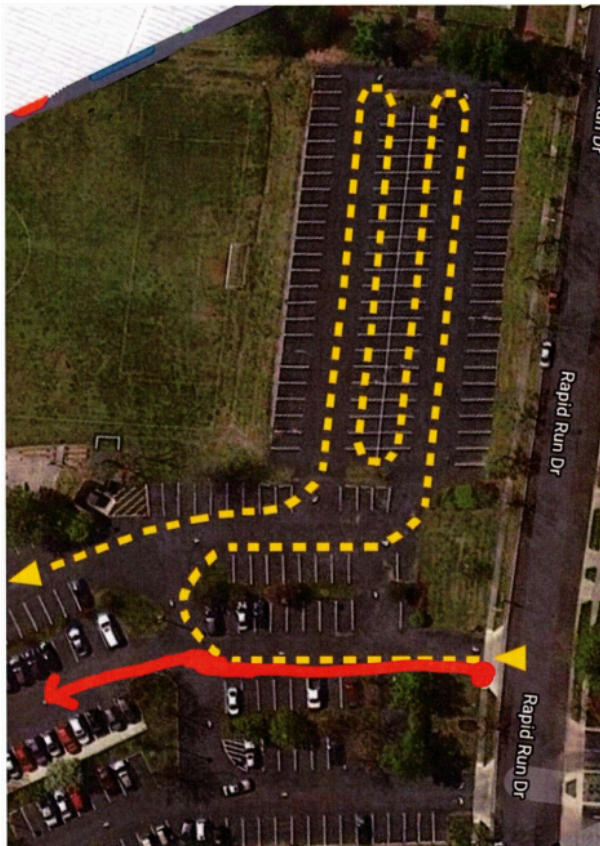
All children may be dropped off around the curb in front of the school from 7:30-7:55 am. Children must be in the classrooms by 8 am; **after 8 am they will be tardy.** We will have staff and parents assisting the children as they exit the cars. We are asking the older children to please close the car door as they exit. Children in grades 3-5 will enter through the gym doors. JrK and Kindergarten-2nd grade will enter through the door by the Fellowship Hall (the doors just beyond the main doors as you continue around the front circle). All other preschool students will enter at the church doors to the right of the awning. There will be staff to walk the younger children to their classrooms.

Dismissal

At 3:00 pm, we begin dismissing students. Please see the picture to the left for the traffic flow at dismissal. The yellow line directs parents of PreK and K children with older siblings and all children grades 1-5 to the back parking lot to "snake."

Parents of PreK and K students with no older siblings will follow the red arrow and wind around the front of the building to pick up their children under the awning and along the curb at **2:45 pm**. Three-year-old half-day PreK will dismiss at **11:30 am**.

You will receive a name hang tag for the rearview mirror of your vehicle for dismissal purposes. Please let us know if you need additional hang tags.





Food and Drink

Snacks

All children in grades PreK-5 will eat a mid-morning snack. Please be sure to pack a snack in your child's backpack daily.

Lunch

Depending on the day, children will be eating together in their classrooms, in the lunchroom, or outside. You may pack lunches in lunchboxes, or you may want to pack lunches in a paper bag so everything can go in the trash at the end of lunch. We do not have microwave use at the Lower Campus. Hot lunches may be ordered in advance for Wednesdays, Thursdays, and/or Fridays. You will receive an email when you are able to begin ordering the next set of lunches. To place the orders, click on the link under “Lower Campus Resources” in the Parent Portal at trinitylex.org or click [here](#).

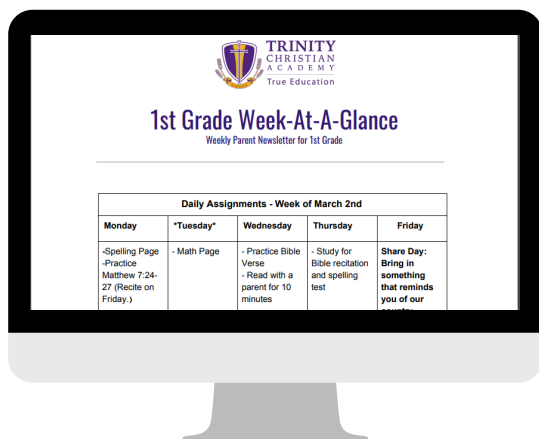
The lunch schedule is as follows:

- Preschool: Please check with your teacher; times may vary.
- Kindergarten-Grade 1: 11:00-11:25
- Grades 2-3: 11:30-11:55
- Grades 4-5: 12:00-12:25

Water Bottles

Please pack a full water bottle each day.

School Communications

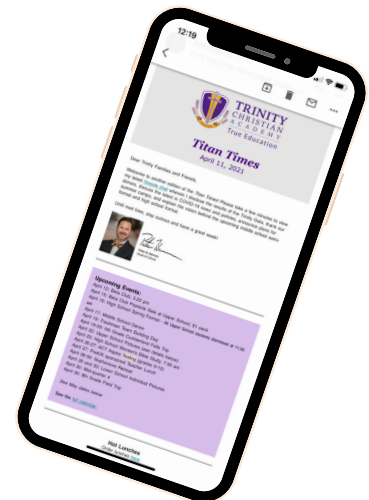


Week-at-a-Glance (WAAG)

Each class will have a weekly summary posted on Google Classroom. These communications will help you keep abreast of things going on in your child(ren)'s specific class(es). The WAAG will also be emailed to parents.

Titan Times

The Titan Times is our school-wide weekly e-newsletter. It is emailed to all families on Monday and it provides information on things of interest for the entire Trinity community.



Bright Arrow Text Services

Parents are automatically enrolled for texts about weather alerts and other urgent school-related information.

The first time you receive a text alert, simply reply "yes" to accept texts from Trinity.

School Communications

The Weekly Wrap

The Weekly Wrap is a weekly e-newsletter that covers big wins and exciting events that happened around our campuses throughout the week.



