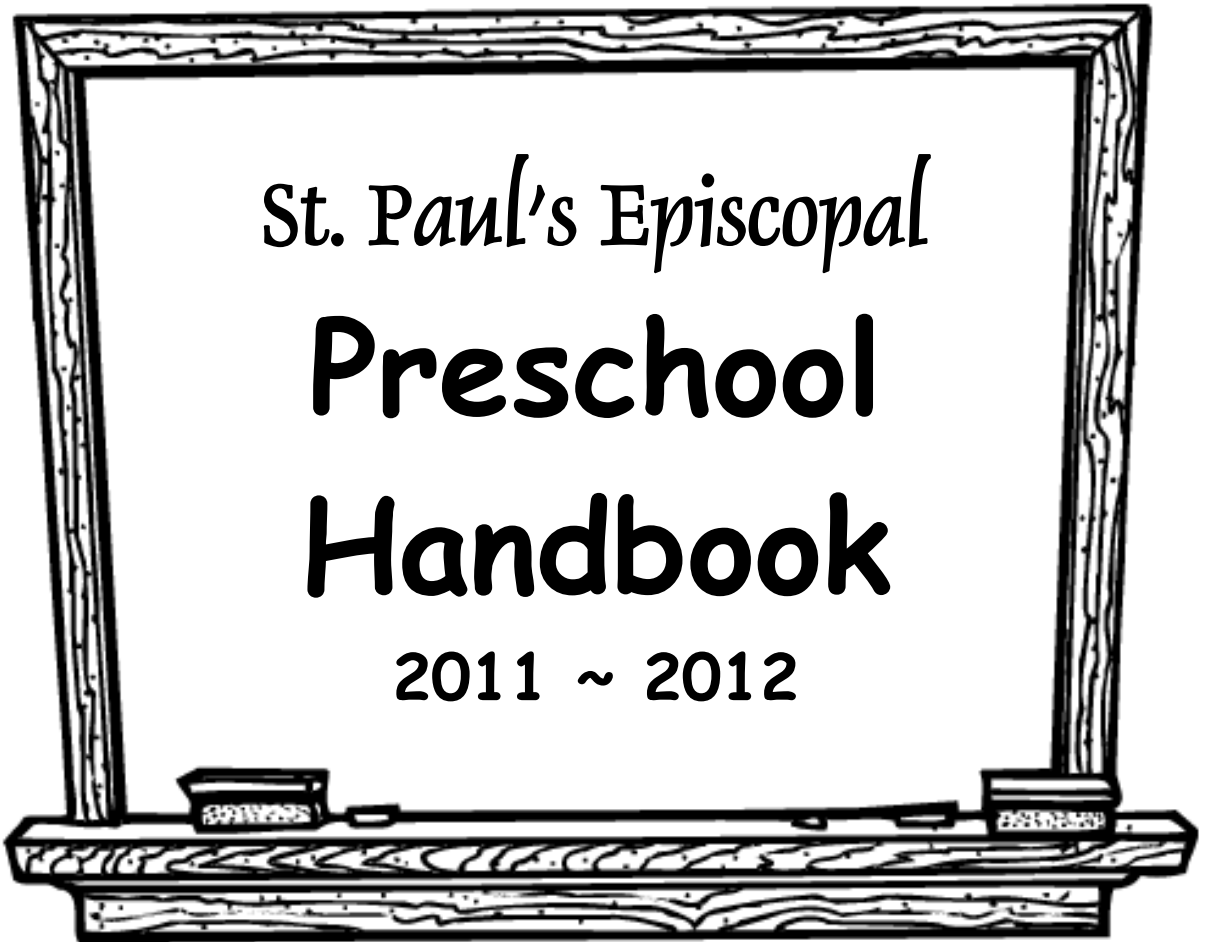




St. Paul's Episcopal
Preschool
Handbook

2011 ~ 2012





Dear Parents,

Welcome to St. Paul's Preschool. We are delighted that you have chosen St. Paul's to be your child's home for early childhood education. St. Paul's Preschool provides a loving and nurturing atmosphere where diversity is embraced and a child's positive self-esteem is constantly encouraged. We hope that your days at St. Paul's will be happy ones and that you will see your child's growth and education flourish. Again thank you for being with us and we hope your preschool experience is one of great enjoyment!

Faithfully Yours,

St. Paul's Preschool Staff

St. Paul's Preschool School Policies and Procedures

Following are the preschool policies and procedures. Changes that might occur during the year will be sent through written notification to parents. At any time if you have questions or concerns please feel free to contact our teachers or preschool coordinator.

School Fees

Tuition is due at the beginning of each month and must be received by the fifteenth of the month; the child's teacher will collect money. Anyone paying after the fifteenth of the month will be charged a \$15 late fee unless prior arrangements have been made with the preschool coordinator. There is also a \$25 fee for any returned checks.

Tuition Rates

Five Day Program	M-F	\$170 monthly	Material Fee \$55
Three Day Program	M/W/F	\$130 monthly	Material Fee \$45
Two Day Program	T/TH	\$90 monthly	Material Fee \$35
Parent's Morning Out (PMO) (Two Day) M/W & T/TH		\$90 monthly	Material Fee \$25

Our 4-year-old program is currently our only five-day program. If you would like your child to take five days and space is available in both a M/W/F and a T/TH class you will be charged the fee of both classes since they are considered separate.

Registration

A registration fee, equal to one-months tuition, is due at the time of registration. This fee secures your child's place in his/her class for the year. It is a one-time payment that makes a financial commitment to the school. Registration is not applied toward your child's tuition and is non-refundable should you withdraw from the program.

Materials Fee

A material fee is due at fall orientation (listed with tuition rates). This fee is a one-time payment that is used to help with the cost of arts and crafts materials as well as other classroom supplies.

Failure to make Payments

There may be a time when a difficulty arises and you are unable to make a tuition payment, etc. It is important that you notify the preschool coordinator immediately if finances become an issue. Failure to do so may result in the termination of your child 's enrollment in our school.

Completed Forms

We require that all permission and health forms, including immunization records, be completed by the fall orientation. If you do not return forms by orientation your child will be allowed to attend for a two-week period. After such time your child will no longer be allowed to attend classes until we have received the requested information and immunization forms.

Drop Off/ Dismissal

Classes start at 9:00am each morning and end promptly at 12:00 noon. Parents need to be on time for both drop off and pick up. We allow a 5-minute grace period; however, it is only to be used for emergency situations, and we ask that it not be abused. If tardiness persists, then (after the grace period) **a one dollar a minute late fee** will be added to your next month's tuition.

Pick up

Anyone picking up a child from St. Paul's Preschool must have his or her name listed on the child's pick up permission form. Anyone not listed will be unable to pick up the child. If you have changes in your babysitter or any relative who would pick up in an emergency, please list them on your form. You can put as many names as necessary. A picture I.D. may also be requested.

Absences

We understand that this is preschool, but please recognize that this is the foundation of your child's education. We encourage all students to attend as much as possible. If you are planning a trip and know you will be out, please notify your child's teacher so they may prepare for the correct number of students. If your child is sick and will be out of school, please call the school and let the teacher know as to relieve any concerns.

Illnesses

Children who are experiencing any of the following **should not** attend school:

FEVER	VOMITING	PINK EYE
DIARRHEA	RASH	HEADACHE
GREEN RUNNY NOSE	ABDOMINAL PAIN	SORE THROAT

We request that children be symptom free for 24 hours without the aid of medication of any kind before returning to school.

Emergencies

St. Paul's teachers are trained in CPR and are able to provide emergency health care to any of our students. If a threatening medical emergency arises, we will see that your child's needs are attended to first, and then we will phone you or your emergency contacts as soon as possible. Please be sure to inform us with any changes to your emergency contact information.

Abuse & Neglect

The protection of children is a priority of The Diocese of East Carolina and the state of North Carolina. Our teachers, teacher assistants & office staff are required to have a national background check completed before employment and also attend a sexual ethics training course to help ensure the protection of your child. We want you as a parent to feel confident that your child is safe while at St. Paul's Preschool. We are also required by state law to report any suspected cases of abuse and neglect.

Insurance

Your child is covered by St. Paul's Preschool insurance while in our care from 9:00 am to 12:00 pm. This also includes school outings. If your child becomes injured at school, please notify our preschool coordinator immediately.

Discipline Policy

At St. Paul's Preschool no measures of corporal punishment are ever used to discipline a child. In case of a serious behavior problem we follow a three-step discipline procedure.

- ◆ **First step** Parents will be called to pick up child from school.
- ◆ **Second step** Conferences will be held between parents and teacher.
- ◆ **Third step** Conferences will be held between parents, teacher, preschool coordinator, and Rector.

If after two conferences behavior continues to be a problem the school reserves the right to dismiss the child.

Field Trips

Prior to any field trip, information and parental permission forms will go home to the parent. You must return this form prior to the day of the trip; children will not be allowed to leave school property without consent. We will be asking parents to volunteer to drive for our trips. You will be informed with whom your child will be riding. You will also be required to secure your child's proper car seat in the car of the designated driver on the day of the trip.

Parent Participation and Volunteering

We encourage all of our parents to take an active roll in their child's time here at St. Paul's. Parents and close relatives are always invited to help with our classroom parties as well as field trips. We also use parent volunteers as our substitutes and we ask that you fill out one of our substitution forms to let us know which class and when you might be available to volunteer.

Toilet Training

We require that all students in our 3 and 4 year old classes ***must be potty trained***. We ask that parents keep a change of clothes on hand at school just in case of any accidents. For our two-year-old class we request parents to keep a change of clothes and diapers in their child's cubby; however, they are not required to be potty trained.

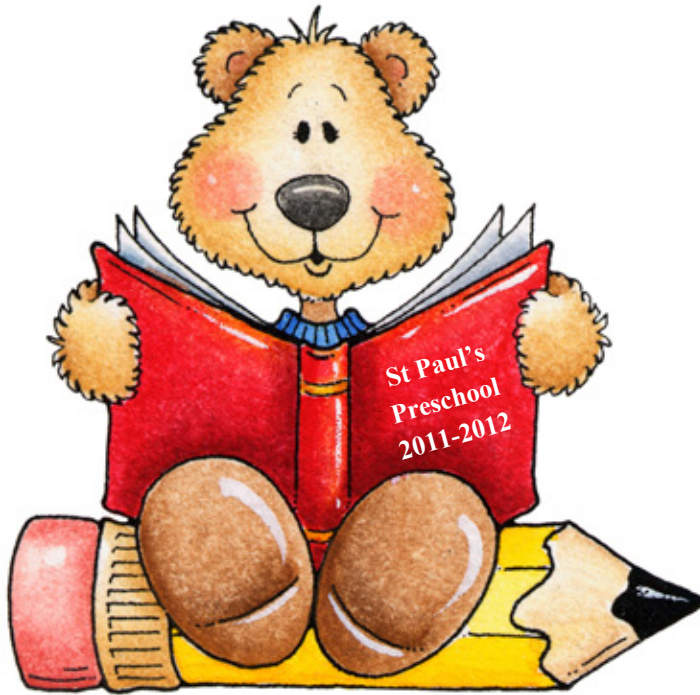
Weather Policy

In case of bad weather, we generally follow the same procedure as the Pitt County public schools. If Pitt County Schools are delayed 1 hour we start on time. If they are delayed 2 hours, we start at 10:00. If they cancel school, our classes are canceled. Please check channel 9 WNCT TV or online at **www.wnct.com** on inclement weather days, we will have a listing for St. Paul's Preschool. Feel free to contact your child's teacher if you have questions.

Parent Conferences

We always encourage communication between parents and teachers. Teachers of our three and four year-olds will have scheduled conferences at least once a year. Of course, all parents are welcome to schedule a conference at any time throughout the year. Our two-year-old class has conferences on an as-needed basis. If you would like to speak with a teacher about any questions or concerns with your child's progress, please don't hesitate; however, please remember that drop-off and pick-up times are very busy, and teachers are not able to give you their full attention. We ask that you not use this time for a conference.

CLERGY	The Rt. Rev. Clifton Daniel III, <i>Bishop of the Diocese of East Carolina</i> The Rt. Rev. Santosh Marray, <i>Bishop Assisting for the Diocese of East Carolina</i> The Rev. Bob Hudak, <i>Rector</i> The Rev. Jill Beimdiek, <i>Associate Rector</i> The Rev. Lawrence P. Houston, <i>Rector Emeritus</i>
DIRECTOR	Diane Prince, <i>Preschool Coordinator</i>
TEACHERS	Jennifer Dupree, <i>Parents Morning Out Teacher (T,TH)</i> Jessica Craft, <i>PMO Teacher (M,W)</i> Samantha Laughinghouse, <i>2 year olds Teacher (MWF)</i> Julie Shrewsbury, <i>2 year olds Teacher (T,TH)</i> Libby Jethro, <i>3 year olds Teacher (M,W,F)</i> Darlene Messerli, <i>3 year olds Teacher (T,TH)</i> Katherine Pollard, <i>4 year olds Teacher (M-F)</i> Renee Parker, <i>4 year olds Teacher (M-F)</i>



CONTACT

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