

# St. Timothy's Episcopal Church

Weekday Pre-School Program

Celebrating more than 30 years of service to our church and community



## 2021-2022 Handbook

St. Timothy's Episcopal Church Pre-School

107 Louis Street

Greenville, NC

355-2125 Pre-School Extension 202

[www.st-tim.org](http://www.st-tim.org)

Dear Parents,

Welcome to St. Timothy's Pre-School! Thank you for the opportunity and privilege to teach your child the socialization skills needed to progress to a formal education. We believe that our program is a wonderful means with which to reach out to our community. The clergy and parishioners of St. Timothy's support our mission and hope that your child will experience God's love through our staff. The people of St. Timothy's are dedicated to nurturing your child and to respecting the diversity of all children. We invite your child to safely explore the world and to celebrate the beauty of the seasons that God has given us as his/her self-esteem grows. We promise to provide your child a safe and loving environment during the time spent with us and hope that the days here are filled with joy and laughter. Our pre-school is one of the many ministries here at St. Timothy's. We are delighted you have chosen St. Timothy's for your child's pre-school experience.

The Clergy, Staff and Pre-School Committee

### **Mission Statement**

Our children are wonderfully made, dearly loved & precious individuals. The mission of St. Timothy's Preschool is to provide a safe, loving, Christ-centered learning environment for each child. We seek to empower each individual with qualities that will lead to success in school and in life by fostering physical, emotional, cognitive and social growth and development.

Pre-School Committee Members, 2020-2021

Wendy Proctor	Margaret Suggs
Barbara Shreve	Rev. John Porter-Acee
Sharon Paoloni	Leslie Bowman, Preschool Director

### **Pre-School Staff**

#### **Pre-School Director**

Leslie Bowman	355-2125 ext. 202 or 902-7744	preschool@st-tim.org
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#### **Two Year Olds**

Sharon Canosa, Teacher	252-916-1231
Mary Motsinger, Assistant	336-816-6030

#### **Three Year Olds**

Vicki Rouse, Teacher	252-286-8046
Megan Roberts, Assistant	252-375-6586

#### **Four Year Olds**

Amy Phelps, Teacher	252-341-9434
Brian Brassine, Assistant	252-702-1807

#### **Parish Secretary**

Emily Williamson	252-355-2125
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## St Timothy's Policies and Procedures

The 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 director. **COVID-19 PROTOCOL WILL TAKE PRECEDENCE OVER THE STATED POLICY IF A DISCREPANCY IS NOTED.**

### School Fees

Tuition is based on a yearly rate but is prorated on a nine-month basis for your convenience. **Tuition is non-refundable under any circumstance.** The materials fee is a one-time fee payable at the beginning of the school year to help defer the costs of arts and crafts. **Tuition is due on the first day of each month.** A \$15.00 late fee will be assessed for tuition not received by the 5th of the month, with the exception of May. May's tuition is due by May 1<sup>st</sup> in order for your child to be able to complete the year. There is a \$35 fee for returned checks (cash only).

	<b>Tuition</b>	<b>Reg/Mat</b>
Two Day Classes	\$135/month	\$135/\$60
Three Day Classes	\$170/month	\$170/\$70
Four Day Classes	\$195/month	\$195/\$80
5 Day Classes*	\$215/month	\$215/\$90
*5 Day 2 Year Olds	\$280/month	\$280/\$90

**Registration Fees:** The registration fee paid at the time of enrollment is to secure enrollment for your child. This fee means that you are financially committed to sending your child to our program. This fee is not applied toward the tuition balance and is not refundable. This is a standard practice for pre-schools.

Enrollment is on a first come first served basis. An application for enrollment is required upon registration as is proof of immunization and age.

### Failure to pay tuition

Although hardships sometimes occur, parents are requested to notify the director immediately in the event you have problems paying tuition. Failure to notify the director of hardship could result in termination of your child's enrollment.

### Communication

Written communication in the form of a monthly newsletter is sent out for each class by the teachers. This communication relays vital school and classroom information (i.e. fieldtrips, class parties, monthly teaching themes). Please be sure to read all communications. Knowing information ahead of time helps to avoid confusion and problems.

Verbal Communication is equally important. Please know that we have an open door policy. If you have a concern about your child's pre-school experience, please schedule an appointment with his/her teacher.

Also important in the area of communication: please be sure to get permission from your child's teacher and the director before passing out any notes, invitations, advertisements, etc.

### **Conferences**

We encourage parents of all students to arrange a conference with the teacher when you feel the need to know how your child is doing in class. Although we encourage questions about your child's day, we ask that you schedule an appointment with your child's teacher rather than have an impromptu conference during pick-up time. Discussions of an in-depth nature are best handled by appointment without your child present.

### **Discipline Policy**

Sometimes it is necessary to discipline students in the classroom. We use positive discipline measures such as redirection to correct behavior. However, sometimes it is necessary to separate a child from a situation. In case of serious behavior problems, a conference will be held with the child's parents, teacher and/or director if necessary. If after two conferences the behavior continues, the school reserves the right to dismiss the child.

### **Drop-Off/Dismissal**

REFER TO COVID-19 HANDOUT

### **Early Drop-off**

Early drop-off is offered for an additional fee. Doors open at 8:25 am. Space is limited, and parents should contact Director Bowman to sign up for a spot either by the month or by the semester.

### **Late Pick-up**

You are given a 10 minute grace period for pick-up. After the ten minutes, we will charge \$1.00 per minute for each minute you are late (cash only). We would appreciate the courtesy of a phone call when you must be late so we know that you are safe; however, you are still responsible for the late charge.

### **Parking Lot Safety**

For the safety of our preschoolers, please drive cautiously when entering or exiting the parking lot. To help with this, we ask that you follow this traffic pattern as you enter and exit: all cars drive into and park in the parking lot facing the education building. As you leave, drive to the back of the parking lot in a counterclockwise direction, yielding to incoming cars. Thank you for your cooperation with this.

## **Emergencies/Illnesses**

Members of our staff have been trained in first aid and in infant/child/adult CPR. In the event of a serious accident or medically related incident, we will secure medical help, then call you. Getting your child medical attention is our first priority. It is your responsibility to be sure your child's records are updated with current emergency contact information.

In the event of illness, please be considerate of your child as well as the other students at our school and keep your sick child at home. Children should be **symptom free for 24 hours**. If your child displays any of the following symptoms up to and including the ride to school, please do not bring him/her:

fever, diarrhea, lice\*, vomiting, pink eye

\*Lice Policy: If your child has a confirmed case of lice or has been exposed to someone with lice, your child must be treated and may only return to pre-school after treatment **and** with proof of treatment (top of lice treatment box.) If a confirmed case, treatment must be repeated in 7-10 days and proof of 2nd treatment brought to school. REFER TO THE SEPARATE COVID-19 PROTOCOL DOCUMENT FOR ANY COVID-RELATED ILLNESSES.

## **Immunizations**

Our school has a policy that **all children must be immunized**. Failure to submit proof of immunization could result in automatic termination of your enrollment.

## **Enrichment Opportunities**

Children will have music class twice per month and chapel once a month. Other enrichment opportunities may be available throughout the school year.

### **Enrichment for our 4s: STEAM Fridays**

STEAM is the incorporation of science, technology, engineering, the arts and math in to an interdisciplinary hands-on, engaging lesson. These lessons are age-appropriate and thought-provoking, and are offered to our Pre-K class twice a month.

## **Field Trips**

Opportunities exist for us to learn outside the classroom. You will receive information prior to the trip .It is the parent's responsibility to accompany their child on the field trip.

## **Fundraisers**

Our school participates in the following fundraisers annually:

Harris Teeter Together in Education Program: Beginning August 1<sup>st</sup> each year, link your VIC card to our school. When shopping, ask the cashier to link your card to our number, and we'll receive 2% of Private Label purchases and prescriptions.

T-shirts and sweatshirts with the St. Timothy's Pre-School logo will be offered in the fall. What a good way to show pride in our school!

Art to Remember items which feature artwork made by your child will be offered in the spring.

## **Insurance**

Your child's registration fee covers school insurance for accidents which occur at school during the school day and while on school outings.

## **Labeling**

Label! Label! Label! All items sent to school must be labeled with your child's name. Items left at school at the end of the year will be donated to charity.

## **Parent Participation and Volunteering**

Many opportunities are available for parent participation and involvement. Parents, grandparents, and special friends are invited to help us. Please check with your child's teacher about ways to get involved.

## **Playground**

Our playground is a fun place to be, and we want everyone to be safe. The teachers will enforce the rules of using the equipment with the children, and we appreciate your following these posted rules when supervising your children after school hours. During school hours, only children enrolled for that particular day are allowed on the playground.

## **School Attire**

Play clothes are best. Please remember the children play outside almost every day, so send a labeled jacket/coat, hat and gloves as needed. For safety outside, we strongly encourage wearing sneakers. Please, no cowboy boots, clogs, crocs, sandals, flip-flops or open shoes.

## **School Pictures**

Each year we offer school pictures in the spring. The photographer will take both individual and class pictures of the children. Although there is no obligation to buy, your purchase does help our school, as we receive a percentage of the sales.

**Show and Tell**

Please refer to your child's classroom rules regarding show and tell. Special toys should be left at home. Toy weapons, including toy guns, swords, spears, etc. are prohibited at school.

**Snacks**

A healthy snack will be provided for your child daily. PARENTS WILL SEND A WATER BOTTLE FOR THEIR CHILD.

**Toilet Training**

Our pre-school does not require children to be potty trained for enrollment in the two year old classes. Children enrolled in our 3 & 4 year old classes are required to be fully trained. During the day, each class provides the opportunity for bathroom breaks. Your child's teacher will provide detailed information about toilet training concerns.

**Visitors to the Pre-School**

Anyone who comes to see a child during school hours must have prior permission from the parents, the director and the teacher. Appointments to see a child for any reason should be set up ahead of time. We at St. Timothy's understand the importance of programs such as speech or behavioral therapy in helping a child to be successful in school and will gladly be a part of that extra help when we have been notified. No one will be allowed to take a child from the classroom for any reason without prior consent.

**Withdrawal**

If you should have to remove your child from our program for any reason, we would appreciate a two week notice in writing, if possible

**Birthdays/School Parties**

We recognize that each student should feel special on his/her birthday. We invite your child to share a special snack with his or her class on the day of or close to their birthday. Please check with your child's teacher to arrange a special treat. If you are having a party outside school, please check with the teacher before putting out invitations. If you are not inviting everyone in the class, we prefer you either mail the invitations or give them outside of school.

Here at St. Timothy's, we celebrate the seasons that God has given to us. We celebrate Halloween, Thanksgiving, Christmas, St. Valentine's Day and Easter. Classes have parties to celebrate these festive times. Your child's teachers will ask you to donate a party fee to cover these special celebrations.

## **Abuse and Neglect**

The Episcopal Diocese of Eastern North Carolina is dedicated to the protection of all children. It is a requirement that all members of our pre-school staff be trained in the area of sexual ethics. All applicants for employment are subject to a national background investigation. The diocese also requires any volunteers or substitutes to be informed of our no tolerance policy. We care about the safety of your child and want you to feel they are safe while in our care. Likewise, it is our duty under North Carolina statutes to report any cases of suspected abuse and neglect.

## **Car Seat/Car Safety**

We take your child's safety seriously. Please be sure that you provide a safety seat for your child for any school sponsored outings. A properly used child restraint device is required if a child is less than 8 years old and weighs less than 80 pounds. Please consult the National Highway Traffic Safety Administration website at [www.nhtsa.gov/safety/CPS](http://www.nhtsa.gov/safety/CPS) for specific guidelines for your child's age and weight.

## **Lock Down Procedures**

A "lock down" is a procedure used by schools, universities and other places of employment to protect all persons in a building. Lock downs are used when there appears to be a threat of violence at or near the facility. St. Timothy's will operate on a "modified lock down", meaning we can move about within our own building, but **absolutely no one will be admitted**. We will release your children to you at the preschool entrance once we know it is safe to do so.

## **Security & Safety**

The entrance door to the preschool will open at 8:45 am daily. At 9:15 am the door to the classroom hallway will be closed and will remain locked until 11:45 am. If you need to pick up your child between 9:15 and 11:45 am, please notify your child's teacher or the director ahead of time. Then call or text when you arrive.

## **Messages: Reporting Absences/Pick-Up Changes**

When calling to report a school absence or to leave a message for or talk to a teacher, please dial the teacher's cell phone (see page 2 for phone numbers).

To talk to or leave a message for the director, please call **252-355-2125 ext. 202**

## **Absences**

We feel that pre-school is the foundation of your child's formal education, and excessive absences take away from your child's learning experience. We miss your children when they're not here and would appreciate your letting us know if your son/daughter will be absent.



## **Severe Weather Policy**

When it is necessary to close for severe weather, for example hurricanes and snow, please tune to Channel 7 WITN or online at [www.witn.com](http://www.witn.com) for specific school closings. St. Timothy's website at [www.st-tim.org](http://www.st-tim.org). and the preschool's Facebook page will also have information for our school.

If Pitt County schools are delayed 1 hour, we start on time. If they are delayed 2 hours, we will have a 1 hour delay. If Pitt County schools are closed, we will be closed.

Teacher work days will be utilized to make up as many days as possible when our school is closed due to inclement weather.

## **Registration for Next Year**

Registration for the 2022-23 school year will open as follows:

St. Timothy's & St. Paul's Parishioners	Feb. 20, 2022
Currently & Previously Enrolled and Siblings	Feb. 21, 2022
General Public	Feb. 25, 2022

**2021-22 ST. TIMOTHY'S PRESCHOOL CALENDAR**

<b>DATE</b>	<b>EVENT</b>
SEPT 7	FIRST DAY OF PRESCHOOL
SEPT 8	FIRST DAY FOR MON-WED-FRI STUDENTS
<b>OCT 26</b>	<b>TEACHER WORKDAY /NO SCHOOL*</b>
OCT 28/29	HALLOWEEN PARTIES
NOV 18/19	THANKSGIVING PARTIES
<b>NOV 22-26</b>	<b>THANKSGIVING HOLIDAY/NO SCHOOL</b>
DEC 15	CHRISTMAS PROGRAM AND PARTIES
<b>DEC 17</b>	<b>CHRISTMAS VACATION BEGINS/TEACHER WORKDAY/NO SCHOOL*</b>
JAN 5	PRESCHOOL REOPENS (TUITION DUE BY 1/10/22)
<b>JAN 17</b>	<b>MLK HOLIDAY/NO SCHOOL</b>
JAN 18	PRE-K CONFERENCE DAY/ <b>NO 4-YEAR-OLD CLASS</b>
FEB 10/11	VALENTINE PARTIES
<b>FEB 14</b>	<b>TEACHER WORKDAY/NO SCHOOL*</b>
FEB 20	REGISTRATION FOR 2022-23 BEGINS
<b>MAR 14-18</b>	<b>SPRING BREAK/NO SCHOOL</b>
APR 13	EASTER PARTIES
<b>APR 14</b>	<b>TEACHER WORKDAY/NO SCHOOL*</b>
<b>APR 15/18</b>	<b>GOOD FRIDAY/EASTER MONDAY HOLIDAY/NO SCHOOL</b>
<b>APR 19</b>	<b>TEACHER WORKDAY/NO SCHOOL*</b>
<b>MAY 9</b>	<b>TEACHER WORKDAY/NO SCHOOL*</b>
MAY 25	END OF YEAR PARTIES/LAST DAY OF PRESCHOOL
	<b>*TEACHER WORKDAYS MAY BE USED FOR INCLEMENT WEATHER MAKE-UP DAYS</b>