

**Episcopal Day School
315 Lindsey Street
Reidsville, NC 27320
(336)349-3511 x 106**

General Information

TUITION & FEES:

Tuition should be paid on or before the 5th of every month. Tuition is not prorated for holidays, teacher workdays, inclement weather or child illness. Tuition and fees are listed below. Please mail them to:

**Episcopal Day School
Attn: Treasurer
315 Lindsey Street
Reidsville, NC 27320**

Tuition Rates:

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|---|--------------------|
| 3-day two-year-old program (Tuesday-Thursday) | \$100.00 per month |
| 3-day preschool (Tuesday-Thursday) | \$100.00 per month |
| 4-day preschool (Monday-Thursday) | \$130.00 per month |

Registration/Supply Fee (Non-refundable):

| | |
|----------------------------|------------------|
| 3-day two-year-old program | \$40.00 per year |
| 3-day preschool | \$60.00 per year |
| 4-day preschool | \$70.00 per year |

Please remember scholarships are available. For additional information, please call the Day School Treasurer, Cindy Teague (336)342-3004.

SCHOOL HOURS & SCHEDULE:

Preschool Hours:

Arrival time for preschoolers is between 8:30 & 8:45 am. When you bring your child to school, please accompany him/her into the building from your car. **No supervision is provided before 8:30 am and no children will be permitted to enter into the building before this time!** Doors will be locked at 9:00 am, for security. The teacher and assistant will bring your child to your car at 12:00 pm for pick-up. Please note that **excessive** early drop-off or late pick-up may result in disciplinary action by the Administrative Staff.

Health Screening:

Vision and hearing screening will be performed sometime during the first two months of school.

Teachers:

Our teachers have been carefully selected. All reflect the warmth and teaching excellence of the Episcopal Day School program. Teachers have a profound impact on your child and we feel you will be pleased with our excellent staff. We will need parents to help out from time to time as we all need to work together.

Conferences:

If you would like to schedule a parent-teacher conference you are welcome to do so at anytime. Please notify us of difficulties at anytime. Communication between you and your child's teacher is vital. Please do not hesitate to call any of us. The first few weeks are very important. This is when your child is forming habits about school so we want to make sure his/her experiences are positive ones. Mid-Year and End-of-Year evaluations for the three/four preschool class is completed by teachers and provided for each child.

Observations:

You are welcome to come and observe your child at anytime. However, it would be helpful to give us advanced notice since some days are busier than others. We request that if you do observe, kindly sit quietly and try not to disrupt any lesson activity. You must be aware that your child will behave differently (in most cases) while you or another guardian is present.

Chapel:

Chapel services will be held three times per week. These services usually last 15-20 minutes and will be held at 11:00 each morning. The chapel services are non-denominational and the children learn Bible songs, hear Bible stories, and learn age-appropriate prayers. The Church Rector and our staff conduct the chapel services. Parents are welcome to stay for and participate in these services.

Clothes:

Please dress your child in play clothes. In addition, we will need an extra change of seasonally appropriate clothes that we can keep at school in case your child has an accident. Please put your child's name on all items: boots, coats, gloves, hats, sweaters, etc. Also remember that the children love to play outdoors whenever possible so please have them dressed appropriately during cold weather. You may want to leave an extra set of gloves, hat, etc. in case your child needs them.

Toys:

Please **do not send any toys to school**, except on designated show & tell days. We request that no weapon-type toys be brought to school **at anytime.**

Sickness:

Please call your child's teacher if he/she is unable to attend school for the day. Your child should be fever free for 24 hours, as well as on an antibiotic for a full 24 hours when appropriate, and 24 hours free of vomiting and/or diarrhea before returning to school. Please keep us up-to-date with your most current telephone number should your child become sick during school hours.

Inclement Weather:

Parents can watch local television stations for information concerning school closings due to inclement weather. St. Thomas Episcopal Day School has its own "snow code" on WFMY TV Channel 2 and FOX 8 that will instruct parents about the schedule. ***Our schedule may be different from Rockingham County Schools in that on days with delays we WILL be open.*** The first five days missed due to inclement weather ***will not*** be made up unless otherwise decided by the Administrative Staff. The Administrative Staff will decide upon any further days missed and parent will be notified promptly.

Snacks:

The school will provide nutritious snacks, cups, napkins, and other paper goods.

Birthdays:

Birthdays are very special days for children. You are welcome to bring a special snack for your child's birthday. Please let us know in advance when you would like to have his/her party. Preschool teachers will try and schedule your child's snack day as close to their birthday as possible for that month.

School Parties & Committees:

Each year we ask that parents plan and prepare holiday parties for the children. The children really enjoy these parties, and the parties give the parents the opportunity to participate in school with their children. We have holiday parties for: Halloween, Thanksgiving, Christmas (given by teachers), Valentine's Day, Spring Program, Easter and End-of-Year. The dates for these parties will be listed on your 2012-2013 school calendar. Teachers will be in touch with each coordinator to work out times, activities planned, etc.

Each year we also ask that parents join one or more of our committees:

Mum Sale (Fall)

Program Fund-Raising Dinner

Geranium Sale (Spring)

These are important events since the proceeds from these events go to our school's Scholarship Fund, classroom supplies and other items the school needs.

We ask that each parent sign up for at least ***one*** holiday party and ***one*** committee. Sign-up sheets will be posted at the Open House or sent home with your child.

Finally:

Parents are encouraged to come and observe at anytime. This program is a group effort, so we wish for parents to participate as much as possible. If you ever have any questions or concerns pertaining to your child or the Day School Program, please feel free to talk to the teachers. EDS Board Members may also be contacted should you feel the Staff is NOT addressing your concerns. You may call us at school, or at home (a complete list of Board members is available by request).

Your input and suggestions are always welcome. We will work together to try to make this a special year in the life of your child!

THANK YOU FOR YOUR COOPERATION.