



St. Paul's Preschool

*play. learn. grow.*

*Handbook*

*School Year 2026-2027*





# St. Paul's Preschool

*play. learn. grow.*

Greenville's Oldest Preschool

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,

Gretchen Hvastkovs

St. Paul's Preschool Director

# ***St. Paul's Preschool Handbook***

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.

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# **1. School Fees and Registration**

## **1.1 Tuition**

Tuition is due at the beginning of each month and must be received by the fifteenth of the month. Anyone paying after the fifteenth of the month will be charged a \$15 late fee unless prior arrangements have been made with the preschool director. There is also a \$25 fee for any returned checks. The current tuition schedule is shown below.

| <b>Program</b> | <b>Monthly Fee</b> | <b>Materials Fee</b> |
|----------------|--------------------|----------------------|
| PMO MWF        | \$220              | \$100                |
| PMO T-Th       | \$175              | \$85                 |
| 2-yr old MWF   | \$220              | \$100                |
| 2-yr old T-Th  | \$175              | \$85                 |
| 3 yr old MWF   | \$220              | \$100                |
| 3 yr old T-Th  | \$175              | \$85                 |
| 4 yr old       | \$265              | \$120                |

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 the tuition rate will be \$350 monthly with a \$120 materials fee.

## **1.2 Early Drop Off**

Early drop off is available for children in the 2, 3 and 4 year old classrooms.

Drop off is at 8 am. Rates are as follows:

|        |             |
|--------|-------------|
| 2 days | \$40/month  |
| 3 days | \$60/month  |
| 5 days | \$100/month |

### ***1.3 Registration Fee***

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.

### ***1.4 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.

### ***1.5 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.

### ***1.6 Class Placement***

We follow the Pitt County public school policy; your child must be the age of the classroom by August 31st to be enrolled in that classroom.

### ***1.7 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 updated immunization forms.

**Immunizations are required to attend St. Paul's preschool.**

## 2. Daily Preschool Operations and Procedures

### 2.1 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.

### 2.2 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.

### 2.3 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.

### 2.4 Illnesses

St. Paul's Preschool makes every effort to protect the health of our children and staff. **Please DO NOT send your child (or their St. Paul's sibling) to school** if he/she any of the following symptoms:

- *Diarrhea*. Child may return after 48 hours diarrhea free **without** medication.
- *Fever*. Child may return after 24 hours fever free **without** medication.
- *Vomiting*. Child may return after 48 hours vomit free **without** medication.
- *Rash*. Child may return after rash has been determined not be contagious by a physician
- *Strep throat*. Child may return after 24 hours on medication.
- *Covid*. Please see attached addendum.

## ***2.5 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.

## **3. Miscellaneous Policies and Information**

### ***3.1 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. Paul's will follow East Carolina University in the event a lock down is implemented. We 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 as long as we know it is safe to do so.

### ***3.2 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.



### ***3.3 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. Incident report will be filled out by the teacher and director will be notified.
- **Second step:** A private conference will be scheduled with parents, teacher, and preschool director.
- **Third step:** Conference will be held between parents, teacher, preschool director, director of operations and, if needed, Rector will be included.

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

### ***3.4 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. Siblings are not allowed to attend field trips other than the puppet shows at Sheppard Memorial Library. We feel this should be a special time for you and your "St. Paul's" child.

### ***3.5 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 parents 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 sub.

### **3.6 Toilet Training**

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.

### **3.7 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. We will post info on the preschool Facebook page in cases where a cancellation is possible. Feel free to contact your child's teacher if you have questions.

### **3.8 Parent Conferences**

We always encourage communication between parents and teachers. Teachers of our 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 other classes have 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.

### **3.9 Playground Policy**

Due to liability issues, the St. Paul's Preschool playground is reserved for children attending preschool that day. If you wish to use the playground with other children – i.e. siblings or children that are not attending on that particular day – we ask that you wait until the school is let out at 12 pm. Thank you for your cooperation.

## **4. Contact Information**

### **4.1 Mailing Address and Contact Information**

*Mail:* St. Paul's Episcopal Church  
ATTN: Preschool Director  
P.O Box 1924  
Greenville, NC 27835

*Phone:* 252-752-3482

*Fax:* 252-830-0229

*Email:* preschool@StPaulsEpiscopal.com

*Internet:* www.StPaulsEpiscopal.com

### **4.2 Teachers**

|                              |                   |
|------------------------------|-------------------|
| <i>PMO</i>                   | Ashley Wildenmann |
| <i>PMO Asst.</i>             | Gabrielle Boyd    |
| <i>2 yr old Lead Teacher</i> | Lauren Yates      |
| <i>2 yr old Asst.</i>        | Pam Brock         |
| <i>2 yr old Asst.</i>        | Robbin Mizell     |
| <i>3 yr old Lead Teacher</i> | Lisa Norris       |
| <i>3 yr old Asst.</i>        | Dana Sparks       |
| <i>4 yr old Lead Teacher</i> | Jacque Schacht    |
| <i>4 yr old Asst.</i>        | Meghan Brewer     |

### **4.3 Staff**

|                  |                                         |
|------------------|-----------------------------------------|
| <i>Directors</i> | Gretchen Hvastkovs<br>Heather Alexander |
| <i>Clergy:</i>   | The Rev. Andrew Canaan                  |