

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

## **General Information**

### **TUITION & FEES:**

***Tuition is paid one month in advance and is not prorated for holidays, inclement weather, teacher workdays or child illness. The tuition payment for the month of September must be made by August 15th of the current year. All further tuition payments must be made on or before the 5th day of each month starting in September through April.***

**Your child will not be able to start school until the first tuition payment is received.**

**No tuition refunds are given for voluntary withdrawal during the school year and parents will forfeit the month's tuition paid ahead.**

Tuition and fees are listed below. Please mail them to:

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

#### **Tuition Rates:**

3-day two-year-old program (Tuesday-Thursday)	\$110.00 per month
4-day two-year-old program (Monday - Thursday)	\$130.00 per month
3-day 3 & 4 year-old program (Tuesday-Thursday)	\$110.00 per month
4-day 3 & 4 year-old program (Monday-Thursday)	\$130.00 per month

#### **Registration/Supply Fee (non-refundable):**

3-day two-year-old program	\$50.00 per year
4-day two-year-old program	\$60.00 per year
3-day 3&4 year-old program	\$70.00 per year
4-day 3&4 year-old program	\$80.00 per year

**\*\*The Registration/Supply fee and all tuition payments are non-refundable.\*\***

**Please remember scholarships are available.** For additional information, call the Day School Treasurer, Cindy Teague (336)342-3004. A completed scholarship application and a copy of a current tax return will be required. Other documents may be requested for consideration of scholarships.

### **SCHOOL HOURS & SCHEDULE:**

#### **Preschool Hours:**

Arrival time for preschoolers is between 8:30 & 9:00 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 the building before this time!**

Doors will be locked at 9:00 am, for security. Pick-up time for the 2-yr old class is 11:45 and noon for the 3/4-yr old class. Students in the 2-yr old class with a sibling in the 3/4-yr old class may dismiss at noon. The teacher and assistant will bring your child to your car at pick-up. **All children should be picked up on time. Early drop-off or late pick-up will result in monetary fines and/or disciplinary actions by the Administrative Staff.**

## **Health Screening**

Speech and hearing screenings may be requested for students ages 3 or older which pose concern by the teachers and/or parents. Parents will be contacted by speech therapists from the Rockingham County School System for details on having your child screened.

## **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. Please remember that we must take into account the condition of the parking lot and sidewalks when making decisions about school closings.*** 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 parents will be notified.

### **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. If your child has a summer birthday and you would like to observe their half birthday, you are more than welcome to do so.

### **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 party. The dates for these parties will be listed on your 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:

- Plant Sale (Fall)
- Spring Program Fund-Raising Dinner/Raffle
- Plant Sale (Spring)

These are important events since we are a non-profit organization. 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.**