

St. Timothy's Episcopal Church

Weekday Pre-School Program

Celebrating 40 years of service to our church and community



2025-2026 Handbook

St. Timothy's Episcopal Church Preschool

107 Louis Street

Greenville, NC

355-2125 Preschool Extension 202

www.st-tim.org

Dear Parents,

Welcome to St. Timothy's Preschool! 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 with a safe and loving environment during the time spent with us and hope that the days here are filled with joy and laughter. Our preschool is one of the many ministries here at St. Timothy's. We are delighted you have chosen St. Timothy's for your child's preschool experience.

The Clergy, Staff and Preschool 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 our children 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, 2025-2026

Kristine Kelley-Salamon
Teacher representative
Joyce Wittman
Nancy Leamy

Leslie Veach, Vestry Liason
Rev. John Porter-Acee
Leslie Bowman, Preschool Director

Preschool Staff

Preschool Director

Leslie Bowman 355-2125 ext. 202 or 902-7744 preschool@st-tim.org

Two Year Olds

Sharon Canosa, Teacher
Karen Mitchell, Teacher
Teacher Assistant

Three Year Olds

Sarah Simmons, Teacher
Megan Roberts, Assistant

Four Year Olds

Amy Phelps, Teacher
Mary Motsinger, Assistant

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.

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. It helps to cover 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. There is a \$35 fee for returned checks (cash only).

	Tuition	Reg/Mat
2 Day 2-Year-Old Classes	\$160/month	\$160/\$65
3 Day 2-Year-Old Classes	\$200/month	\$200/\$75
4 Day 2-Year-Old Class	\$290/month	\$290/\$85
5 Day 2-Year-Old Class	\$330/month	\$330/\$95
3 Day 3-Year-Old Class	\$265/month	\$265/\$80
4 Day 3YO & 4YO Classes	\$300/month	\$300/\$90
5 Day 3YO & 4YO Classes	\$340/month	\$340/\$100

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 does not apply toward the tuition balance and is not refundable. This is a standard practice for preschools.

Enrollment is on a first come first served basis. An application for enrollment is required upon registration, as well as 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. field trips, 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 preschool experience, please schedule an appointment with his/her teacher or the director.

Also important regarding 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, director, and rector if necessary. If the documented behavior continues, the school reserves the right to dismiss the child.

Drop-Off/Dismissal

Classes begin promptly at 9:00 AM. The doors will be opened at 8:55 and will be locked at 9:15. Please do your best to have your child at school on time, to avoid disrupting the morning routine. We ask that you let your child's teacher help him/her into the classroom. Classes end promptly at 12:00 PM for our younger children, and 1 PM for our 3s & 4s. Just as it is important for you to be on time for class, it is important for you to be on time at pick-up. Please do not enter your child's classroom at dismissal time without being invited in by the teacher. We do not allow any person to pick up your child without your written or verbal permission. You are asked to fill out a Pick-Up Authorization form to which we strictly adhere. Your child will not be released without parental consent. The person picking up your child will be asked for a picture ID.

Early Drop-off

Early drop-off is offered for an additional fee. Doors open at 8:15 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 and 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 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 and staff at our school and keep your sick child at home. Children should be **symptom free without medication 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, severe congestion

A responsible adult must be available during school hours to retrieve your child if their teacher is concerned about their well-being.

*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.) Be sure to get a product that kills both the lice and their eggs.

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 and chapel monthly. Other enrichment opportunities will be available throughout the school year.

Enrichment for our 4s: STEAM Fridays

STEAM is the incorporation of science, technology, engineering, the arts and math into 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 1st 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 with the St. Timothy's Pre-School logo will be offered in the fall. What a good way to show pride in our school!

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. Please label lunch boxes & water bottles!

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 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 and lunch

A healthy snack will be provided for your child daily. Parents, please send a labeled water bottle for your child. Our 3- and 4-Year Olds will also need to bring a bag lunch daily.

Toilet Training

Our preschool 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. However, you will forfeit that month's tuition.

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.

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 preschool staff be trained in 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. Please consult the National Highway Traffic Safety Administration website at [Car Seat & Booster Seat Safety, Ratings, Guidelines | NHTSA](#) 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 8:55 am daily. At 9:15 am the door to the classroom hallway will be closed and will remain locked until 11:50 am. If you need to pick up your child between 9:15 and 11:50 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 a teacher, please dial the preschool office or use the messaging app if applicable.

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 for specific school closings. The director and your child's teacher will also contact you via text message.

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 typically be closed.

Teacher workdays will be utilized to make up as many days as possible when our school is closed due to inclement weather. We also have a few additional days built into the school calendar to compensate for days which cannot be made up.

Registration for Next Year

Registration for the 2026-27 school year will open as follows:

St. Timothy's & St. Paul's Parishioners	Feb. 22, 2026
Currently & Previously Enrolled and Siblings	Feb. 23, 2026
General Public	Feb. 26, 2026

2025-26 ST. TIMOTHY'S PRESCHOOL CALENDAR

DATE	EVENT
SEPT 2	FIRST DAY OF PRESCHOOL
SEPT 3	FIRST DAY FOR MON-WED-FRI STUDENTS/PARENT MEET & GREET
OCT 17	<i>TEACHER WORKDAY /NO SCHOOL*</i>
OCT 30 & 31	HALLOWEEN PARTIES
NOV 11	<i>TEACHER WORKDAY/NO SCHOOL*</i>
NOV 19	THANKSGIVING PARTY/ <i>12:00 DISMISSAL FOR ALL STUDENTS</i>
NOV 24-28	THANKSGIVING HOLIDAY/NO SCHOOL
DEC 17	CHRISTMAS PROGRAM & RECEPTION/ <i>12:00 DISMISSAL FOR ALL STUDENTS</i>
DEC 18	<i>TEACHER WORKDAY/NO SCHOOL*</i>
DEC 19	CHRISTMAS VACATION BEGINS/NO SCHOOL
JAN 5	PRESCHOOL REOPENS (TUITION DUE BY 1/9/26)
JAN 19	MLK HOLIDAY/NO SCHOOL
JAN 20&21	<i>TEACHER WORKDAYS/NO SCHOOL*</i>
FEB 11	DONUTS FOR DUDES
FEB 12&13	VALENTINES PARTIES
FEB 23	REGISTRATION FOR 2026-27 BEGINS
FEB 27	<i>PRE-K CONFERENCES &TEACHER WORKDAY/NO SCHOOL*</i>
MAR 16-20	SPRING BREAK/NO SCHOOL
MAR 30	CLASS PHOTOS
APR 1 & 2	EASTER PARTIES
APR 3-6	EASTER HOLIDAYS/NO SCHOOL
MAY 6	MUFFINS FOR MOMS/ <i>TEACHER APPRECIATION LUNCHEON-12:00 DISMISSAL FOR ALL STUDENTS</i>
MAY 21	LAST DAY OF PRESCHOOL/ <i>12:00 DISMISSAL FOR ALL STUDENTS</i>
MAY 22	TEACHER WORKDAY/NO SCHOOL
	<i>*THESE TEACHER WORKDAYS MAY BE USED FOR MAKE-UP DAYS</i>