

**PRE SCHOOL
OLD STONE PRESBYTERIAN CHURCH
2010 - 2011**

**FOR YOUR CONVENIENCE
KEEP THIS FOR REFERRAL DURING THE SCHOOL YEAR**

ENROLLMENT:

Enrollment in the Pre-School Classes of the Old Stone Presbyterian Church is open to boys and girls who are 3 or 4 years old by August 31, 2010. The first month's tuition of \$150 and a non-refundable registration fee of \$35 is due at the time of registration. The tuition is refundable if the child is withdrawn from the class before August 1, 2010.

TUITION:

The tuition is payable no later than the 10th of each month. Checks should be made payable to the Old Stone Church and may be given to one of the teachers. Payment, either check or cash, must be in the exact amount of \$150.00. We do not keep cash on hand. This simplifies our bookkeeping and yours, also. If it becomes necessary for a child to be out for a month or part of a month, it is still necessary to pay for that month's tuition. Tuition is \$150.00 per month for the three day a week session. A service fee of \$20.00 will be assessed for any returned checks. A tuition discount of 10% will be extended to a sibling in other classes at Old Stone.

REGISTRATION FEE:

A non-refundable registration fee of \$35 is due at the time of application. A discounted price of \$20 will be charged to siblings who are participating in other pre-school classes at Old Stone.

SCHOOL DAYS:

The school will be in session from 8:30 a.m. to Noon, Tuesday-Wednesday-Thursday. Parents are urged to bring children no earlier than 8:30 a.m. and to call for them promptly at Noon. We observe all public school holidays. This calendar will be published at a later date. If school is not in session in Greenbrier County due to weather conditions, Pre-school WILL NOT be in session. If school is delayed for two hours, we meet at our regular time of 8:30 a.m.

WITHDRAWAL:

If for any reason withdrawal becomes necessary, notice in writing must be given to one of the teachers.

TRANSPORTATION:

Each parent is to arrange transportation for his/her child. Please accompany your child to the classroom in the Educational Building!!! Children will not be allowed to leave the classroom with anyone except the parents or persons so designated by the parents. Children will not be sent out to the street to meet their rides. Please speak with the teacher if special arrangements are necessary.

ATTENDANCE:

Regular attendance is expected unless the child is ill. Parents are requested to notify the teachers by telephone (645-2676) any time it is necessary for the child to be absent. The secretary or voice mail will be happy to accept your messages. If it becomes necessary for your child to be absent for a month or part of a month, it is still necessary to pay for that month's tuition.

HEALTH:

Children are expected to be current on all immunizations. Every possible effort should be made on the part of the parents in helping to prevent the spread of communicable diseases. Parents should watch their child for cold or other disease symptoms, and for the child's own protection and others in the class, parents are asked to keep their child at home when such symptoms appear, even though your child may want to attend school. A child must be without a fever for 24 hours before returning to school. If a child develops any of these symptoms at school, a parent will be notified to pick him up immediately. A parent should notify the preschool teachers immediately if the child contracts a contagious disease, pinkeye, head lice, measles, chicken pox, etc.

MESSAGES:

Verbal messages from the parents through children cannot be accepted by the teachers. Please write a note or telephone a message.

CLOTHING AND PERSONAL BELONGINGS:

Play clothes are the order of the day. Children need to wear closed toe shoes for safety. Each child should bring a bookbag with an extra change of clothing. Please send a plastic sleeping mat for rest time which can be easily disinfected if necessary.

MID-MORNING SNACK:

A snack will be served each morning about 10:30 a.m. Children should not bring food of any kind to school, unless it has been pre-arranged with a teacher. Please inform the teachers of any food allergies or any foods your child is not permitted to eat.

**Old Stone Presbyterian Church 200 Church Street Lewisburg, WV 24901
304-645-2676**