

Pitt County Schools

Inclusion Pre-K Program Application



Making a Difference One Child at a Time!

Provided by the Exceptional Children's Department of Pitt County Schools

What?

- An Inclusion classroom is a general education classroom in which students with and without disabilities learn together. Our Inclusion classrooms value diversity and the unique contributions each student can bring to the classroom. The classrooms are designed to be developmentally appropriate to meet a wide variety of individualized needs.
- Each classroom is taught by a licensed Birth-Kindergarten teacher
- Inclusion Pre-K slots are fee based (tuition fees and policy are posted below) for students without disabilities

When?

- The classroom is open **Monday-Friday** (time varies based on school location) and follows the Pitt County Schools calendar.

Who?

- Children ages 3-5 with and without disabilities

Where?

- Inclusive Pre-K classrooms are located at Sadie Saulter, Chicod School, & Stokes School

How?

- Complete the attached application and return with a copy of your child's birth certificate, recent health assessment, and shot records to:

Sarah Howard - EC PreK Office Assistant
Phone: 252-695-7975
Email: howards@pitt.k12.nc.us

Sadie Saulter Educational Center
400 Spruce Street
Greenville, NC, 27834



Pitt County Schools Exceptional Children Department's Inclusion Preschool Application (2025-2026)



Date:		Date Received by Pitt County Schools: <i>(*For PCS Staff Use Only)</i>		
Full Name: <i>*(First, Middle, Last as it appears on birth certificate)</i> Nickname:				
DOB:	Age:	Sex:	Hispanic __ Y __ N	Race:
Country of Birth:				
Language most often spoken at home: _____		First Language student learned to speak: _____		Language used most: _____

Mother/Guardian Information		
Parent/Guardian Name: <i>*(First, Middle, Last)</i>		Parent DOB:
Race:	Sex:	Relationship to Student:
Phone & email address:		
Home Address:		
Mailing Address:		

Father/Guardian Information		
Parent/Guardian Name: <i>*(First, Middle, Last)</i>		Parent DOB:
Race:	Sex:	Relationship to Student:
Phone & email address:		
Home Address:		
Mailing Address:		



Does your child have a chronic health condition or allergies?	___ Yes	___ No
If yes, please list/describe:		

Does your child have asthma?	___ Yes	___ No
If yes, do you have an action plan?		

Does your child take any medications?	___ Yes	___ No
If yes, please list/describe:		

Does your child have a special need or an identified disability?	___ Yes	___ No
If yes, please list/describe:		

Does your child have an Individualized Family Service Plan (IFSP) or an Individualized Education Program (IEP)?	___ Yes	___ No
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Has your child ever attended a child care setting?	___ Yes	___ No
If yes, where did he/she attend and for how long:		

List any particular fears or unique behavioral characteristics the child has:

Please provide two emergency contacts, in case you cannot be reached:		
Name:	Relationship to Child:	Phone:
Name:	Relationship to Child:	Phone:

FOR PITT COUNTY SCHOOLS STAFF ONLY

Completed Application _____
Health Form _____
Contact Notes: _____

Birth Certificate _____
Tuition Policy _____

Immunizations _____



PARENT/GUARDIAN ACKNOWLEDGEMENT

I am applying for my child to enroll in Pitt County Schools' Exceptional Children Department's Inclusion Preschool Program under the following conditions:

- 1. My child and my family are residents of North Carolina and reside in the Pitt County School district.**
- 2. I understand that I am responsible for paying the tuition rate (\$15.00 per day) on time and unpaid or overdue payments may result in student suspension or removal from the program. (Policy attached).**
- 3. I will have a blue health form and updated immunization record completed within 30 days of enrollment. Not submitting these required forms may result in student suspension or removal from the program.**
- 4. I understand that I am responsible for providing transportation for my child to and from school. I understand that school bus transportation is not an option.**
- 5. I understand that I will be expected to participate in family/child activities at the school once a month.**
- 6. I understand home visitations will be conducted by the preschool teacher and assistant teacher.**
- 7. I understand that regular attendance is very important. Children with frequent absences or tardies may be dropped from this program.**
- 8. I understand that my child must participate in a Universal Screening that will provide information used to inform classroom instruction prior to being placed in the program.**
- 9. My signature confirms that the information provided on this application is accurate and complete.**

Signature

Date



Pitt County Schools Inclusion Preschool Classroom

Tuition Schedule and Payment Contract

MONTHLY TUITION RATE is \$280.00	
Month of Service	Payment Due Date
September	August 29th
October	September 30th
November	October 31st
December	November 25th
January	December 19th
February	January 30th
March	February 27th
April	March 31st
May	April 30th

- **MONTHLY TUITION** for students is **\$280.00** per month and is to be paid by the last school day of the month. Accounts paid on the 5th OF THE MONTH will be **charged an additional \$20 late fee.**
- Full tuition is due regardless of holidays, sick, pandemic, disaster, or vacation days. (No discounts will be given). Tuitions are non-refundable. PCS Inclusion Program does not offer vacation weeks. If your child will not be in attendance, for any reason, you are still responsible for their tuition.
- If a holiday occurs on the last school day of the month, parents will need to pay on the last school day of attendance.
- Any registered child wishing to discontinue service must give a two-week notice prior to leaving the program. Even if your child does not attend, you will still be responsible for the tuition.
- Tuition can be paid by cash, money order, or online at School Cash Online.
- If payments are not received or payment schedules are not followed, the student will not be allowed to return to school until the school receives the agreed upon payment.

I/We, _____, are aware our tuition will be \$280.00 monthly.

****This payment must be made in advance or a \$20.00 late fee will be administered.**

Parent Signature: _____

Printed Name: _____

Date: _____



Pitt County Schools Inclusion Pre-K Attendance Agreement

I acknowledge that good attendance is critical to the success of my child in this program. Good attendance means being on time and staying the whole instructional day. PCS recognizes nine valid/lawful excuses for being absent, tardy or dismissed early from school: **1. Illness or Injury, 2. Medical/Dental Appointments, 3. Court or Administrative Proceedings, 4. Death in Immediate Family, 5. Quarantine, 6. Educational Opportunity, 7. Deployment Activities, 8. Religious Observance, 9. Short Term Suspensions.**

Absences: Parents must send in notes with explanations for student absences upon returning to school. If a note is **not** sent in, the absence will be recorded as **Unexcused**. Students absent for one day for illness will be excused with a parent note. Students absent two or more days for illness will need a doctor's note for an excused absence. **Students with 6 or more excused absences due to illness will be required to start providing doctor's notes for absences to be excused.** Documentation (court order, appointment slip, etc.) is necessary for excused absences 2-9.

NOTE: After 5 consecutive absences without contact from a parent or guardian, documentation must be presented before a child will be allowed back in class. Ten consecutive days without contact will result in removal from the program.

Unexcused Absence Consequences:

- **3** Teacher will contact parent/guardian
- **6-9** Social Worker Referral
- **10-11** Parent/Guardian mediation with administrator
- **12** Consideration for removal from program

Tardiness & Early Dismissals: Students must be **IN CLASS before the Tardy Bell rings** and stay until the release bell. Please see bell times listed below:

- **8:00am** - Tardy Bell rings
- **8:20am** - Students arriving **20 minutes after the Tardy Bell will NOT be admitted to class that day.** Parents will provide the same documentation required for excused absences.
- Parents must bring Appointment Notes when picking up children early.
- All early dismissals without a valid note are counted as unexcused tardiness.

Unexcused Tardiness, Early Dismissals, & Late Pick-Up Consequences

- **5** Teacher will contact parent/guardian
- **10-11** Social Worker Referral
- **12-14** Parent/Guardian mediation with administrator

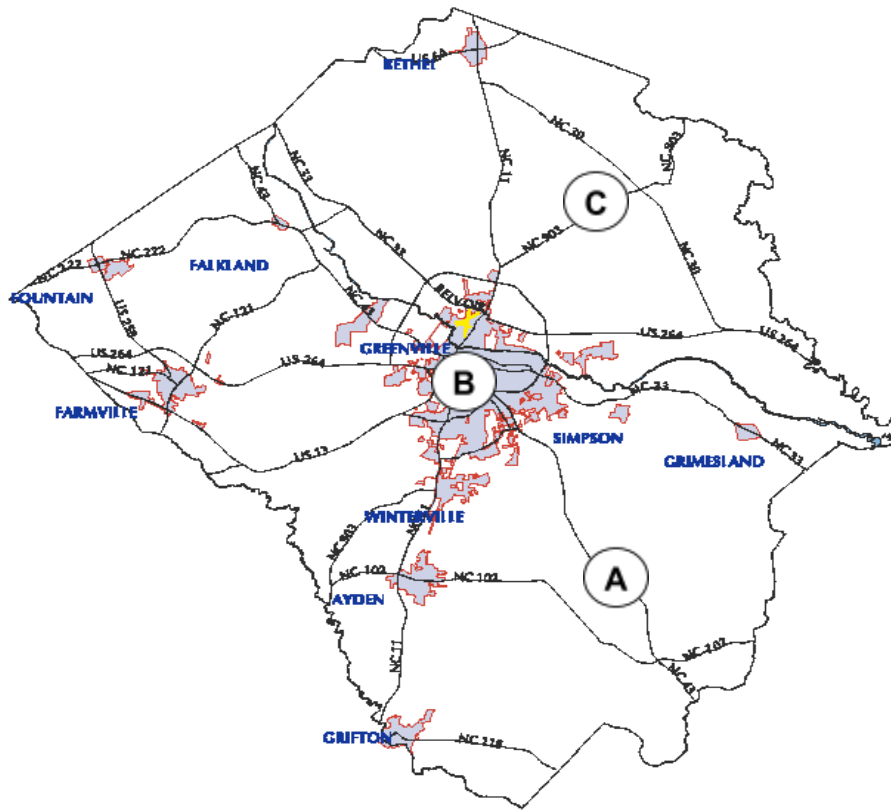
Late Pick-Up: It should be noted that leaving a child for more than 30 minutes after dismissal on multiple occasions can be considered neglect. Consequences for frequent late pick-ups:

- **2** Parents will receive note and phone call from the teacher
- **3** Parents will receive a letter or phone call from the Director. This action can be sooner if late pick-ups are 30 minutes or more
- **5** Social Worker Referral

I have read and will abide by the conditions of this Agreement.

Parent/Guardian Signature

Date



Pitt County School Pre-K Hours of Operation

Select your top three choices from the schools below. Number them 1, 2, and 3.

- _____ A) **Chicod School**
7557 NC Highway 43 South
Greenville, NC, 27858

- _____ B) **Sadie Saulter Educational Center**
400 Spruce St.
Greenville, NC, 27834

- _____ C) **Stokes Elementary**
2683 NC 903 North
Stokes, NC, 27834