

ST. JAMES
EPISCOPAL DAY SCHOOL

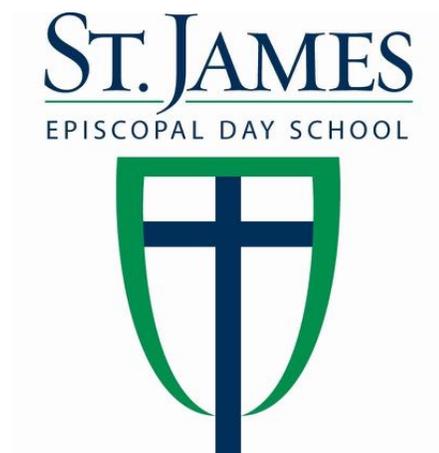


Welcome Guide
for New Families
2018-2019

We're Glad You're Here!



St. James Episcopal Day School, a ministry of St. James Episcopal Church, is committed to developing each child's unique gifts by providing a strong foundation combining academic excellence and spiritual formation with a warm, loving Christian community.



The Basics

Contact Information

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Uniforms

Uniforms are required for all students. All regulation uniforms can be purchased at School Time on Jefferson Highway or Inka's Uniforms on Sherwood Forest. Elastic waistband pants and shorts in toddler and youth sizes are available for our 2 year olds, Pre-K3, Pre-K4 and Kindergarten students. Open-toed, backless, rain boots, crocs, or boots may NOT be worn. Please refer to the attached copy of our uniform policy to find a complete list of appropriate uniform items.

Campus Security

Between the hours of 8:10 a.m.- 3:05 p.m., entrance through the main office on Convention Street is the only entrance by which traffic may enter and leave the campus. All other entrances will be closed.

Daily Schedule

The school day begins at 8:10 a.m. and ends at 3:05 p.m. Students who arrive between 7:30-7:50 a.m. should report to the cafeteria. There is no charge for early morning drop off. St. James also offers an extended care program from 3:05 p.m. until 5:30 p.m. Please check the school's website for current after school extended care fees.

Carpool

Many families, living in the same area form neighborhood carpools for drop off and pick up. If you need help in finding students from your area that attend St. James, please contact the school office for assistance. Carpool numbers are given out at New Parents Night. Please display this number during afternoon pick-up time. Enrolling mid-year? You will receive a carpool number at your teacher meet and greet.

For carpool to run smoothly, your child must know his/her carpool number. Practice it with your child. Please be on time for arrival and dismissal.

If there are any changes in the transportation arrangements for your child, a written note or email must be sent to school.

Carpool arrival will be on Convention Street at the school's front doors. Dismissal will be on 4th Street in the middle of the block. Cars should proceed down Convention to Fourth and turn right. Carpools will pick up on Fourth and then turn onto Florida Street. There will be four to five teachers on duty helping your child get in the car. Please pull forward to buckle your child if they need assistance. Due to safety regulations, we are prohibited from buckling students into carseats.

Morning:

Supervised early carpool drop off is from 7:30 a.m.- 7:50 a.m., in front of the main office on Convention Street.

Supervised regular carpool is from 7:50 a.m.- 8:15 a.m., on Convention Street.

After 8:15 a.m., parents **MUST** accompany children to the front office to check in using the School Check In computer system. Students will receive a tardy slip before going to class.

Afternoon:

Dismissal is at 3:05 p.m. Carpool pick up is on Fourth Street.

Walk ups may form a line at 3:05 p.m. in front of the school steps on Convention Street.

A child still waiting for carpool at 3:20 p.m. will be taken to extended care.

School Supplies

Parents do not purchase school supplies for their child(ren). The school purchases all classroom supplies with the supply fee paid at the time of enrollment. Each new student in the 2 year old class, Pre-K 3, Pre-K4, and K will be required to purchase a book bag from the school that will go home daily. They will use this bag each year after for the following grades, Pre-K3, Pre-K, and K. The fee for this bag will be posted on your school Renweb account. New students in grades 1-5 are responsible for purchasing backpacks on their own. Rolling backpacks are prohibited.

Parent Communication

St. James Episcopal Day School has multiple ways for you to receive information and stay in the loop!

The Scoop

A weekly newsletter sent via e-mail on Sundays to all families. The Scoop is the primary means of communicating important information parents need to know for the coming week.

St. James Website:

The St. James website, www.stjameseds.org, is a great resource for parents. The website contains the school calendar, monthly lunch menu, special announcements, etc. Parents can often find the answers to many questions there.

Parent Alert:

Parent Alert is used in priority situations. This includes the electronic telephone message system, text messages, and all-school emails.

Social Media:

Be sure to like us on Facebook (St. James Episcopal Day School) and follow us on Instagram (stjames_episcopaldayschool).

Church Services

Children's Worship

- Our Episcopal identity is central in the lives of the children of St. James. Our week begins and ends with an opportunity to give thanks. Our services are geared to engage the children through scripture, liturgy and prayer.
- **MONDAY MORNING PRAYER**
 - On Monday mornings Kindergarten- Grade 5 participate in Morning Prayer. This service includes a scripture reading, a homily by one of our clergy and prayer. This is also the time that we honor those who are celebrating birthdays that week.
- **FRIDAY EUCHARIST**
 - On Friday mornings, Pre-K 3- Grade 5 students gather to celebrate the Eucharist. All baptized children are welcome to receive communion if their parents desire. At the beginning of the year, you will be given the opportunity to indicate how you would like your child to receive the Eucharist or blessing. Each Friday one grade serves as the Host Grade. Mrs. Hannie, our music teacher, works with them in music class to prepare a song to sing during the service. Parents will be notified when their child's grade is scheduled to sing. The choir schedule can be found on *The Scoop* and the school's master calendar.
- **PARENTAL INVOLVEMENT**
 - Parents are always invited to attend the Monday and Friday services. They begin at approximately 8:20 a.m. and last about 30-45 minutes, with some services going longer to accommodate announcements and awards.

Parental Involvement

- **PARENTS' GUILD**

- The Parents' Guild is an organization comprised of all the parents who have children enrolled in St. James. Membership is automatic and participation is encouraged. The Guild provides an organized method of communication between the school and parents and also offers a means for parents to become involved in activities at the school.

- **DAD'S CLUB**

- The Dad's club is an organization geared toward enriching community and fostering relationships around campus. The dads sponsor a few fundraises throughout the year including a Steak Night, Fishing Rodeo, and a golf tournament. They also coordinate sports teams at each grade level and take care of boring carpool and recess dirty a few times a year.

- **VOLUNTEER OPPORTUNITIES**

- Parents can participate in the school in many different ways. Parents serve on the Board of Trustees, the Executive Committee of the Parents' Guild, Dads' Club, Room Mothers, Grade Level Chairs, volunteers in the library, and on several different committees. We always need volunteers with our fall and spring fundraisers, Carnival and the Spring Soiree.

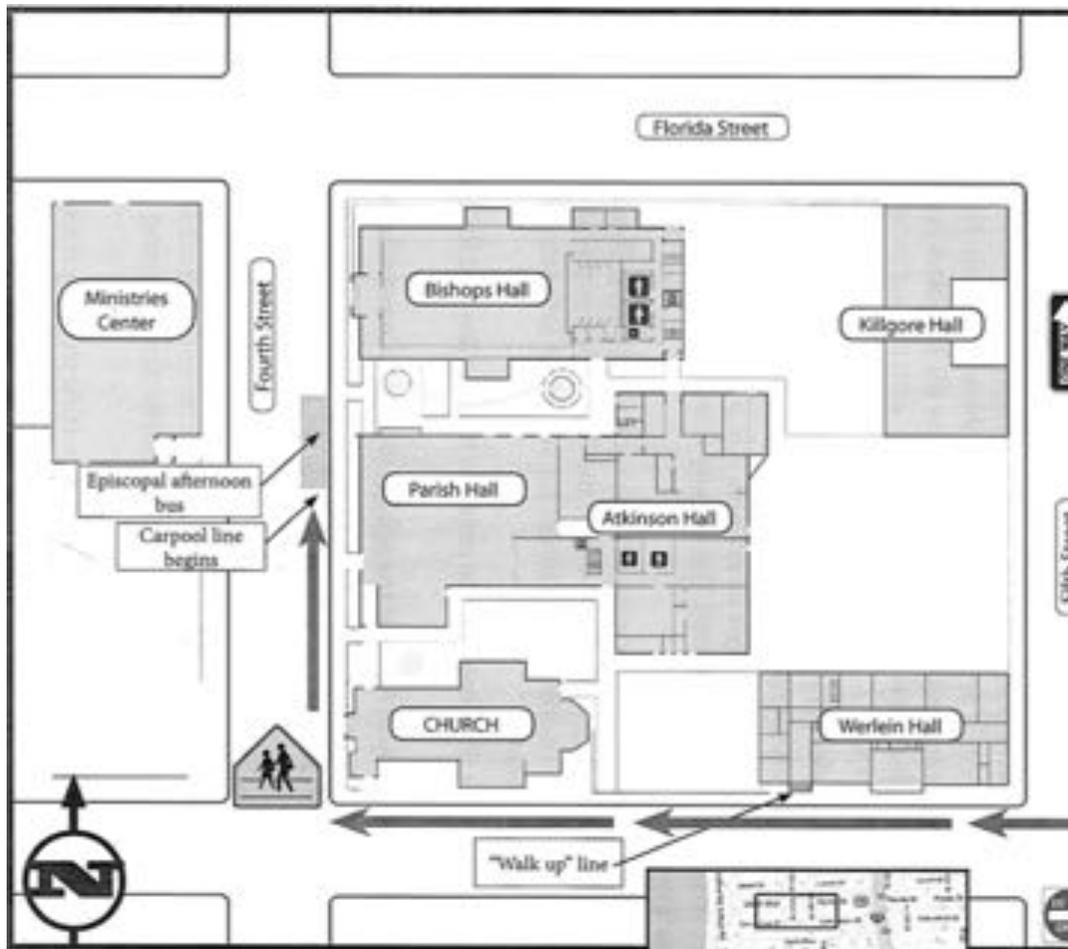
Carpool Rules and Reminders

MORNING:

- **7:30a.m.-7:50a.m. “Early Morning”** drop off in front of the main office on Convention Street
- **7:50a.m.-8:10a.m. “Regular Morning”** drop off in front of the main office on Convention Street
- Children are not allowed to get out of the car by themselves. Let the teachers unload your children.

AFTERNOON:

- **3:05p.m. Walk-Up** you may park and walk up to the steps of the main office on Convention Street. You must show your carpool number to the teacher on duty and your child’s number will be called and walk to the designated walk up area.
- **3:05p.m.-3:20p.m. “Regular Carpool”** the line starts on Convention then you will take a right on 4th street where afternoon carpool dismissal will be held. Make sure to have your carpool number hanging up on your rearview mirror (use a child’s pant clothes hanger) so that your child’s number will be seen and called.
- St. James is prohibited from buckling students into their car seats. Please make sure you pull up to buckle your child so that we can keep the carpool line moving.



445 Convention Street | Baton Rouge, Louisiana 70802 | 225-387-5141

www.stjameseds.org

BOY'S UNIFORMS PRE-K3 - 5th Grade

Item	Color	Style	Comments	Grade
Shirt	White or Green	Jersey Knit Shirt with St. James Logo	Pre-K3 banded bottom recommended	Pre-K3- 5
Shorts	Navy or Plaid	Walking	Elastic waistband pants are mandatory for Pre-K3 and suggested for PreK4 and K.	Pre-K3- 5
Pants	Navy	Walking	Elastic waistband pants are mandatory for Pre-K3 and suggested for PreK4 and K.	Pre-K3- 5
Belt	Navy, Black, Brown		A belt must be worn by all wearing regular walking shorts that have belt loops.	Pre-K3- 5
Socks	Navy, White, Black or Gray		No knee high athletic socks.	Pre-K3- 5
Undershirt	White Only			Pre-K3- 5
Sweat Shirt	St. James only	Crew or Hooded with St. James Crest or St. James logo screen printed		Pre-K3- 5
Fleece Jacket	St. James only	School Time pullover with elastic waistband. Inka's: 1/2 zip pullover and full zip pull over without elastic waistband		Pre-K3- 5
Shoes	Any Style or color NO restrictions on color	NO BLINKING SHOES FOR ALL GRADES	Pre-K3 VELCRO shoes highly recommended	Pre-K3- 5

GIRL'S UNIFORMS PRE-K3 - 5th Grade

Item	Color	Style	Comments	Grade
Jumper	Blackwatch plaid	With or without blouse	No more than 5" above the knee.	Pre-K3-5
Button Front Dress	Blackwatch plaid with navy buttons		Must wear bloomers or navy biking short under dress	Pre-K3- K
Bloomers	Blackwatch plaid		To be worn only under jumpers.	Pre-K3-5
Blouse	White	Navy Piped Peter Pan/puffy sleeve or regular short sleeve		Pre-K3-5
Shirt	Jersey knit White Shirt	Knit shirt with St. James Logo	For PK3 & PK4 elastic waistband recommended	Pre-K3-5
Shorts	Blackwatch plaid	Worn with uniform shirt	No more than 5" above the knee.	Pre-K3-5
Skort	Blackwatch plaid	Worn with uniform shirt		Pre-K3-5
Socks	Navy, White, Black or Gray			Pre-K3-5
Tights/ Leggings	Navy, White, Black or Gray		May be worn on cold days.	Pre-K3-5
Cape	Navy		Inka's only	Pre-K3- K
Sweat Shirt	St. James only	Crew or Hooded with St. James Crest or St. James logo screen printed		Pre-K3-5
Fleece Jacket	St. James only	School Time pullover with elastic waistband. Inka's: 1/2 zip pullover and full zip pull over without elastic waistband		Pre-K3-5
Shoes	Any Style or color NO restrictions on color	NO BLINKING SHOES FOR ALL GRADES	Pre-K3 VELCRO shoes highly recommended	Pre-K3-5

5th Grade Dress Up Days

This year the 5th grade class will be required to have mandatory dress up days. These days will include every Friday church service as well as other special occasions for St. James. These items may be bought at Inka's and or School Time. This is an opportunity to expose our 5th grade leaders the life skill of what it means to dress up and to set an example for others. A calendar will be sent home with all of the dates required to wear the "Dress Up Day" uniform.

Boy's Dress Up Day Uniform (5th Grade ONLY)

Item	Color	Style	Comments	Grade
Blazer	Navy Only	School Time	Blazers will have a St. James logo pin.	5th
Shirt	White Only	Long Sleeve Oxford Button Down		5th
Tie/Bow Tie	St. James Blue & Green Stripe Only	Tie or Bow Tie	Your preference	5th
Pants	Khaki Only	Flat front recommended but pleated is ok		5th
Belt	Navy, Black, Brown		A belt must be worn on all dress up days.	5th
Socks	Navy or White		No knee high athletic socks.	5th
Undershirt	White Only			5th
Shoes	Brown, Black, Navy or Khaki	Dress or Boat Shoe	A shoe you would wear to church	5th

Girl's Dress Up Day Uniform (5th Grade ONLY)

Item	Color	Style	Comments	Grade
Blazer or button down V-neck sweater	Navy Only	Blazer or the Navy V-neck 4 button down sweater with pockets	Sweater must have iron on St. James logo patch. Blazers will have pins.	5th
Jumper	Blackwatch plaid	With blouse	No more than 5" above the knee.	5th
Skort	Blackwatch plaid	With blouse		5th
Blouse	White	Navy Piped Peter Pan collar with or without the puffy short sleeve	You may have your initials monogrammed on the collar	5th
Socks	White			5th
Tights/Leggings	Navy or White		May be worn on cold days.	5th
Shoes	Navy or Black	Ballet flat	A shoe you would wear to church	5th

2 YEAR OLD BOY'S UNIFORMS:

Item	Color	Style	Comments
Shirt	White or Kelly Green	Jersey Knit Shirt with St. James Logo	Elastic waistband shirt White mandatory Green recommended
Shorts	Solid Navy or Navy Gingham	Gingham short only at Inka's	Elastic waistband shorts ONLY
Pants	Solid Navy or Navy Gingham	Gingham pant only at Inka's	Elastic waistband pants ONLY
Belt	Navy, Black, Brown		A belt must be worn by all wearing regular walking shorts that have belt loops.
Socks	Navy, White, Black or Grey		
Sweat Shirt	St. James only	Crew or Hooded with St. James Crest or St. James logo screen printed	
Fleece Jacket	St. James only	School Time 1/2 zip pullover with elastic waistband. Inka's: 1/2 zip pullover and full front zip fleece without elastic waistband	
Shoes	Any Style or color NO restrictions on color	Tennis shoes with Velcro and any other velcro shoes	VELCRO SHOES MANDATORY

2 YEAR OLD GIRL'S UNIFORMS:

Item	Color	Style	Comments
Gingham Dress	Navy or Green	Navy biking short- Inka's only	Gingham or White bloomers or navy biking short worn under
Button Front Dress	Blackwatch plaid with navy piped collar & buttons	Navy biking short- Inka's only	Blackwatch plaid or White bloomers or navy elastic biking short worn under
Bloomers	Blackwatch plaid or Gingham bloomer or Navy biking short	Navy biking short- Inka's only	To be worn only under button front dress. Elastic waistband bloomers only
Blouse	White	Peter Pan/puffy sleeve or regular short sleeve	
Shirt	White	Jersey Knit shirt with St. James Logo	Elastic waistband shirt required
Shorts	Blackwatch plaid	Worn with uniform shirt	No more than 5" above the knee. Elastic waistband short required
Skort	Blackwatch plaid	Worn with uniform shirt	Elastic waistband skort required
Socks	Navy, White, Black or Gray		
Tights/Leggings	Navy, White, Black or Gray		May be worn on cold days.
Sweat Shirt	St. James only	Crew or Hooded with St. James Crest or St. James logo screen printed	
Fleece Jacket	St. James only	School Time 1/2 zip pullover with elastic waistband. Inka's: 1/2 zip pullover and full front zip fleece without elastic waistband	
Shoes	Any Style or color NO restrictions on color	Tennis shoes with velcro or any other velcro shoes	VELCRO SHOES MANDATORY

Development

Tuition dollars do not cover 100 percent of your child's education. Offering the best curriculum, based on high expectations and best practices drives our fundraising efforts to cover additional expenses and needs.

OPPORTUNITIES TO GIVE:

- **ANNUAL FUND**

- The Annual Fund was established in 1995 to guarantee St. James' ability to sustain its growth in excellence. Donors to the fund include parents, grandparents, parishioners, alumni, and friends of the Day School.

Half of each year's proceeds fund academic enhancements, including faculty professional development and classroom resources. The remaining proceeds support endowment growth and need-based financial aid for qualified students. During the past 15 years, Annual Fund has significantly aided the adoption and integration of technology at St. James as well as contributed to the renovation of our historic campus.

The Annual Fund campaign is chaired each year by a parent chair couple, in conjunction with the Board of Trustees. All families are encouraged to participate, and all gifts are appreciated regardless of the amount. Pledges may be paid throughout the school year, but must be completed by July 31. Payments can be made online through the school website, www.stjameseds.org or by check.

- **CARNIVAL**

- Since its beginning in 1971, St. James Carnival has been a school tradition that parents and students look forward to every October. This event requires the involvement and support of all parents. Led by a dedicated committee of St. James Parent Volunteers, Carnival is an evening of fun and fellowship for parents and students. Proceeds from carnival fund special school projects, activities and contribute to the overall operating budget of the school.

- **SPRING SOIREE**

- In the spring, St. James hosts a Gala & Silent Auction. This is St. James Episcopal Day School's annual spring fundraiser. The evening includes entertainment, food, cocktails, and great company! All proceeds from this event directly benefit the children at St. James Episcopal Day School. Each grade level makes masterpieces in art class to auction off each year and they always the hot item!

- **OTHER ST. JAMES FUNDRAISERS**
 - **BIRTHDAY BOOK CLUB**
 - Birthday Book Club is an opportunity for parents to purchase a book and donate it to the St. James library in honor of their child's birthday. The cost is \$25.00. Children donating books are recognized on the daily school broadcast, Bayou St. James, the week of their birthday.
 - **BOOK FAIR**
 - Each November the St. James library and the Parents' Guild sponsor the annual school Book Fair. Proceeds from the Book Fair go towards improvements in the school library and to new books for our avid readers.
 - **FIFTH GRADE FUNDRAISER**
 - Each year students in Grade 5 and their parents offer several opportunities for students to purchase donuts and pizza. Donuts are served during morning recess and pizza is given out during lunch. Funds raised by the fundraiser are used to purchase a gift for the school and to help defray the costs of their Fifth Grade Trip.

**St. James Episcopal Day School
Calendar
2018-2019**

First Semester

August

- 9 Back to School Night
- 10 First Day of School
- 20 First Chapel Service
- 24 First Eucharist
- 29 Individual Picture Day

September

- 3 Labor Day- No School
- 4 T-Shirt Tuesday
- 20,21 Pre-K and K Speech and Hearing
- 26 Pre-K Pictures and Retakes

October

- 1 Blessing of the Animals
- 2 T-Shirt Tuesday
- 10 End of 1st Quarter, Conference Day-
No School
- 11,12 Fall Break
- 15 2nd Quarter Begins

November

- 2 All Saints Baptism
- 6 T-Shirt Tuesday
- 12-16 Book Fair
- 15 Thanksgiving Feast
- 19-23 Thanksgiving Holiday
- 26 Classes Resume

December

- 4 T-Shirt Tuesday
- 7 Feast of St. Nicholas
- 20 End of 2nd Quarter
- 20 Early Dismissal 11:40
- 21-31 Christmas Holiday

Second Semester

January

- 1-4 Christmas Holiday
- 4 Teacher In Service
- 7 Class Resumes
- 7 3rd Quarter Begins
- 21 Martin Luther King Day- No School
- 30 5th Grade Pictures and New Students

February

- 5 T-Shirt Tuesday

March

- 4-8 Mardi Gras Holiday
- 15 End of 3rd Quarter
- 18 4th Quarter Begins
- 22 Conference Day- No School
- 27 Class Pictures

April

- 2 T-Shirt Tuesday
- 19 Good Friday- No School
- 22-26 Easter Break

May

- 7 T-Shirt Tuesday
- 15-17 5th Grade Class Trip
- 21 Early Dismissal 11:40
- 21 Pre-K and K Last Day of School, Early
Dismissal 11:40
- 22 5th Grade Graduation
Last Day of School, Early Dismissal
11:40
Teacher In Service