



Husky Welcome Guide

A Guide To Success as a New Member of SJS



ENGAGING HEART, MIND, AND SPIRIT

Welcome

Dear New Families,

Thank you again for choosing St. James'! Every conversation I have with families and students helps inform my vision for how to continue to build on St. James' many decades of successful work inculcating in children a lifelong love of learning, compassion and engagement with the world around them.

It's hard to believe that we are nearing the end of the school year and that you are almost ready to matriculate to St. James'. I look forward to working with your child and with your family over the coming years, and to learn more about your hopes and dreams for your child—and who they will be as a students and citizens.

Please reach out to me with any questions, and I hope that your family has a restful summer.

All my best,

Peter Reinke





Contacts

All the Contact Info. You'll Need



Front Office

213-382-2315

8am–5pm

Year Round

Kathleen Lalap
Front Office Receptionist
klalap@sjsla.org
ext. 8278

Melissa De Guzman-Ager,
Exec. Asst. to Head of School
mdeguzman@sjsla.org
ext. 8285

Administration

Peter Reinke
Head of School
preinke@sjsla.org

Elizabeth Desmarais
Assistant Head of School
edesmarais@sjsla.org
ext. 8276

Dr. Patricia J. Thomas
Director of Preschool
pthomas@sjsla.org
ext. 8284

Amy Schlechter
Chief Financial Officer
aschlechter@sjsla.org
ext. 8303

Joan Hester
Director of Admission
jhester@sjsla.org
ext. 8223

The Rev. Aidan Koh
School Chaplain
akoh@sjsla.org
ext. 8250

Brooke Gadasi
Director of Advancement
bgadasi@sjsla.org
ext. 8309

Advancement Office

Brooke Gadasi
Director of Advancement
bgadasi@sjsla.org
ext. 8309

Daniel Trevizo
Advancement Associate
dtrevizo@sjsla.org
ext. 8306

Business Office

Amy Schlechter
Chief Financial Officer
aschlechter@sjsla.org
ext. 8303

Maritza Jimenez
Human Resources Manager
mjimenez@sjsla.org
ext. 8304

Admissions Office

Joan Hester
Director of Admission
jhester@sjsla.org
ext. 8223

Dionne Riddle
Admission Associate/ Registrar
driddle@sjsla.org
ext. 8255

Security & Plant Operations

Byron Zapata
Director of Security & Plant Operations
bzapata@sjsla.org
ext. 8281

Sujatha Periasamy
Accounting Manager
speriasamy@sjsla.org
ext. 8301

How To purchase Uniforms

Students at St. James' wear uniforms to encourage them to approach the academic day in a business-like way, to foster unity and pride and to discourage competition in clothing. If children are involved in activities after-school that require other clothes, students need to change into these clothes after school is over.

Purchasing New Uniforms

Our uniform company is Lands' End and you can access the online uniform store here: landsend.com/school

Enter our preferred school number:

900146671

Non-logo items such as navy slacks and shorts, white peter pan collar blouses, socks, and shoes can be purchased from any local retailer.



Used Uniform Boutique

The Parent Association maintains a uniform closet for gently used uniforms. These used uniforms are available for a small charge.

For more information call Cat Baker at cat@catbaker.com

Preschool Clothing

A *complete* change of clothing is requested to be at the Preschool at all times (and easy to take off for toileting purposes). Comfortable play shoes with closed toes are most appropriate; tennis shoes are best. Open sandals expose the child to unnecessary injury and are prone to slips, splinters and stubbed toes.





Preschool Dropoff/ Pickup

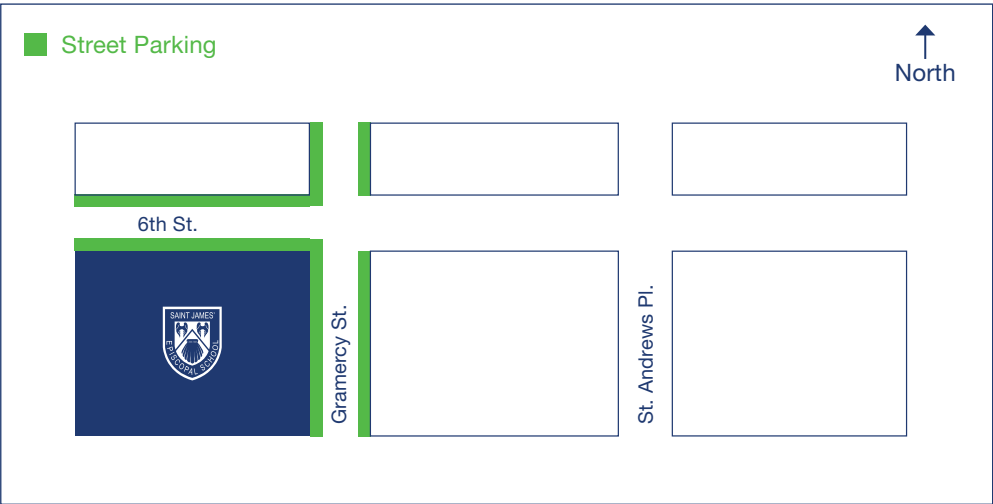
Drop-off

Begins at **8:00 a.m.** Children play with their friends and teachers allowing a gentle transition into class time which starts at **9:00 a.m.** Please follow the instructions given by your child’s classroom teacher. Some classes will start inside the classroom and others may begin their morning connections on the outside play yard. We will monitor and adjust during inclement weather.

Pickup

Class programming ends at **3:15 p.m.** however, there are additional opportunities to continue engaged learning until **5:15 p.m.** Our licensed facility requires that we provide a quiet resting space and time for all children who are attending programs until **5:15 p.m.** Parents must park and pick up their students by signing them out with the teacher. Please remember to bring identification when picking up preschool students.

Traffic Safety



Elementary Dropoff/ Pickup

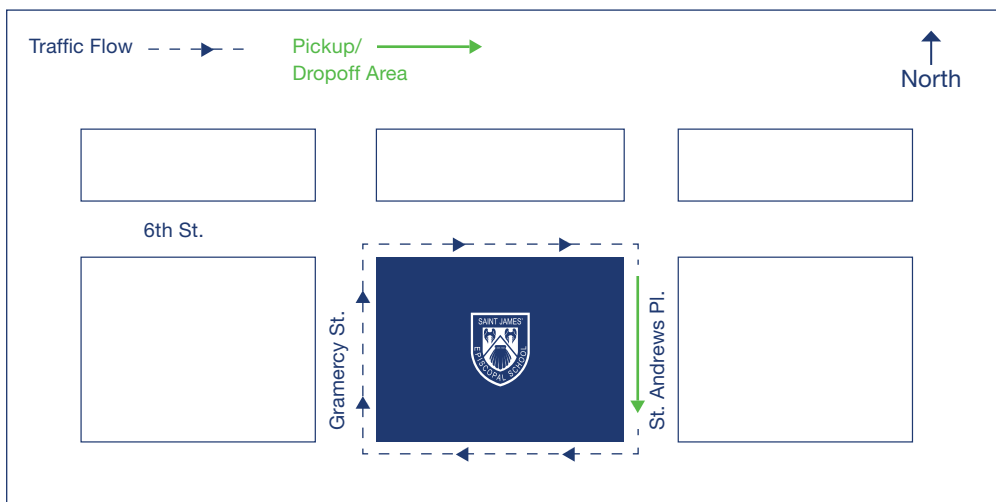
Drop-off

Begins at **7:30 a.m.** until classes commence at **8:15 a.m.** If late, please park and walk your student into the Front Office to sign them in at the front desk.

Pickup

Begins at different times for different grade levels (K-1st at **2:45 p.m.**, 2nd-3rd at **3:00 p.m.**, 4th-6th at **3:15 p.m.**). After School Care is available for K-6 students until **5:30 p.m.** Late parents are charged \$45 for every fraction of 15 minutes beyond designated pick-up time. In September, please remember to place the placard provided by your child's teacher on the dashboard of your car. If you need to update a last minute change in who is picking up your child on the day of, email pickup@SJSLA.org before noon on that day.

Traffic Safety







Ordering Hot Lunch

The hot lunch program runs five days a week (with the exception of In-N-Out Burger days, field trips and other special occasions). Parents may purchase hot lunch for their children on a daily basis or intermittently. Additionally we also depend on parents volunteers to distribute lunch!

Parents order and pay for lunches directly through our hot lunch provider, Freshlunches. More information and sample menus are available on their website: freshlunches.com

Parents will receive a registration link in the summer to get started with lunch meal planning. You will be able to select meals up to a month in advance. Taste-tested by kids and approved by parents, Freshlunches helps put a healthy smile on parents' and kids' faces alike.

Students not participating in the hot lunch program need to bring lunch from home. Parents are asked not to bring fast food, soda, glass containers, or any food that must be microwaved by St. James' staff. We will not refrigerate or heat items from home. We encourage the use of recyclable plastic containers for food and drinks.

If a students forgets lunch, the school will provide a lunch and the family will be invoiced by the Business Office.

Health

We have partnered with Magnus Health to collect, store, and manage all your child's health information in one location, per California state law. Ultimately, this online solution helps us save time by streamlining communication with parents and keeps us prepared in the event of an emergency. With Magnus Health, we can provide more efficient and consistent health care services to your child.



Online & Mobile Forms

Quickly submit all student health records online or by uploading an image of a form from any mobile device. Parents also have the ability to electronically sign documents that do not require a physician's signature. You can re-submit them and skip having to download, print, sign, scan and resend a document.



Auto-Reminders

Quickly submit all student health records online or by uploading an image of a form from any mobile device. Parents also have the ability to electronically sign documents that do not require a physician's signature. You can re-submit them and skip having to download, print, sign, scan and resend a document.





Health continued...

Daily Care During the School Year

Quickly submit all student health records online or by uploading an image of a form from any mobile device. Parents also have the ability to electronically sign documents that do not require a physician's signature. You can re-submit them and skip having to download, print, sign, scan and resend a document.

Required forms

New Preschool Families

1. Physicians report (including current immunizations)
2. Personal Rights
3. Consent for Emergency Treatment
4. Identification & emergency information
5. Parent's report
6. Parent's rights

New K-6 Families

1. Physicians report (including current immunizations)

All forms for September 2020 will be due by Friday, August 14th.

Parent Association

The St. James' Parent Association facilitates parent involvement at school, fostering a close community of parents, faculty and staff. If you are interested in volunteer opportunities with the Parent Association, keep your eyes out for the new school year information available on the school website [SJSLA.org](https://sjsla.org). Keep your eyes out for updates on volunteer needs during the school year in our weekly Husky Hits publication.

So you want to Volunteer at St. James'? Yes, *how do I get my feet wet?*

For a complete list of parent-led events, go to sjsla.org/pa.

If you have 1 or 2 days a year, try these:

Family Picnic, Larchmont Fair, Granparents Day, STEAM Fair, Faculty Appreciation

Are you creative? Yes, *sort of*. Here's some ideas:

The Herald Magazine, Shop@SJS, or Art, Photography, School Play committee.

Do you love to socialize? Yes, *always!* These are events that help us bond:

Family weekend at El Capitan Canyon, Dad's/Mom's Night Out, Soul to Seoul Family BBQ

Some duties for parents who love to be on campus:

Healthy Hot Lunch, Lost & Found, Used Uniform Boutique, Media Center, In-N-Out Lunches.

Are you up for something new? Yes *Indeed!*

These groups celebrate our diverse community and allow us to serve: Hispanic Heritage events, African American Heritage Month, Lunar New Year Celebration, and more!

*These are activities historically conducted by the Parent Association. We may need to re-imagine these events and create new opportunities for safe and meaningful parent engagement for the 2020-21 school year.





Our Mission

To increase understanding and support among St. James' key constituents, including alumni and friends, government policy makers, the media, members of the community and philanthropic entities of all types, our Advancement Office secures funds from donors committed to the mission of our school.

Advancement

Ensuring a Transformative Program for Your Child

St. James' is proud to be one of the 3-4 most economically accessible of the city's independent elementary schools, and ensuring affordability is an integral part of our mission. Our annual fund, the Every Child Fund, ensures that we are able to remain affordable to families. Fundraising for the annual fund is largely made possible by the enthusiasm of our Every Child Fund ambassadors—among the most vital volunteers at St. James'.

We also have a terrific gala committee which organizes a spring fundraiser every year to support the school—the gala committee has successfully raised several hundred thousand dollars to build our Beyond School! program, our Teaching & Learning Institute, our innovation lab and our new puppet theater.

For more information on our advancement philosophy or to volunteer, please reach out to Brooke Gadasi at bgadasi@sjsla.org.

Communications

Keeping You up to Date

Husky Hits

A weekly email delivered to your inbox on Friday afternoons highlighting exciting teaching moments at St. James' with photo galleries, stories about past events and sneak peeks at what is to come.

Key Dates

A weekly email and text message delivered on Mondays with key dates and important events happening this week.

The Herald

The school's magazine and largest publication that features longer articles and in-depth stories from current and past staff, alumni and other community members.

The Calendar

Found on SJSLA.org, The Calendar keeps everything going on at the school both inside and outside of individual classrooms.

Social Media

Find us on Facebook ([/stjameschoolla](https://www.facebook.com/stjameschoolla)) and Instagram ([@_sjsla](https://www.instagram.com/_sjsla)). These are great for cute photos, but not so great for keeping up on all the great things happening at the school (see The Calendar).

Annual Report

Published annually, this document shows the financial health and state of our school.





Beyond School!

Excellence Through Joy

Entering its third year, Beyond School is St. James' tuition-inclusive enrichment program, provided both in the morning before classes and in the afternoons and early evenings. Open to all students, Beyond School! is optional. In the preschool, students may participate in drama classes, Spanish, cooking, story-telling and Yoga.

In K-6, all of the above are also offered as well as Latin and Spanish (in addition to our school day curriculum), coding, newspaper, podcasting, visual arts studio, orchestra, ISEE test prep (for middle school), creative writing, reading comprehension and other wonderful offerings.

An Episcopal Identity

Celebrating God's Presence in Everyone

At St. James', our Episcopal Identity starts and ends with inclusion, tolerance and welcome. As our mission statement explains, we strive to instill in our students respect for all of God's creation. That cornerstone of our value system is exemplified in a weekly chapel where we praise God through music and hear teachings framed to coach children in grace, curiosity, compassion, kindness and respect for all human beings. Many Faiths—our new family affinity group for families who work with the school to ensure that our Episcopal identity is always inclusive, welcoming and encouraging of all faiths is a wonderful way for new families to engage with St. James'.





The Civil Society Institute

We are in the business of building engaged and compassionate global citizens.

Celebrating its third year, the Civil Society Institute is our umbrella program for our efforts to inculcate in our students an enthusiasm for the greater marketplace of ideas and a confidence and desire to apply the body politic to making the world a better place. The Institute provides support for our student programs, such as leadership (our student council), our student newspaper/ podcasting, the Husky Howl, and our new green team, where students partner with teachers and staff to “green” St. James’.

Importantly, our school’s service learning program is part of the institute and a key way in which our students give back to make the world a better place. Also, through the institute, we have the Civil Society Series, a rich and wonderful compilation of speakers who dialogue with students about what it means to be a global citizen and how we can make our complicated world a better place. The school is proud to partner with our Parents Association in the Institute, interested new families can sign up to join the PA’s speakers bureau committee which identifies excellent speakers and facilitators to work with the St. James’ community on issues of ethics, service, compassion and political activism.

Service Learning

Our children will inherit a complicated but beautiful world.

Our school's service learning program—one of the only programs of its kind in a Los Angeles' elementary school—is grounded in helping our students to understand poverty in an age appropriate and meaningful way. The program is primarily designed for students to regularly support the parish food programs, which each year serve over 5,000 meals through the soup kitchen and operate a weekly food bank that provides groceries to several hundred residents of Koreatown. All grade levels, from our Dolphins up through sixth grade engage in service-learning related to the parish food ministries, primarily through drives and making cards and meal kits for the unhoused and hungry. Additionally, 3rd-6th graders have a monthly class in the parish food pantry to help sort inventory and organize the pantry; 5th-6th graders also provide support in meal prep and distribution for the weekly soup kitchen.





Matriculation

A Multi-Year Learning Approach

We are so glad that your family is part of our community. Our teaching philosophy blends use of structure as a tool to help students' find their voice while regularly inspiring a sense of wonder and joy in the classroom—and always affirming that students must be seen, heard and valued at all times. We are one of the few schools to dedicate a full-time position to working with families on designing an appropriate strategy for interpreting standardized test scores and assessments and also building a multi-year approach to matriculation. Beginning in 3rd grade, all families are encouraged to meet with either the Assistant Head of School or our Associate Director of Admission for Middle School Matriculation to build a learning plan informed by the test scores. Importantly, this approach is fully in concert with the rich and incredible teaching that takes place at each grade level, curated by teachers who are truly called to this work to educate your child.

For more information, please contact Emmy Gilliam, Associate Director of Admission for Middle School Matriculation, at egilliam@sjsla.org.

Global Citizenship

*Celebrating our differences and rejoicing
in our common humanity.*

St. James' is one of the most culturally diverse schools in the nation, and our diversity is one of our key strengths. Through our school's faculty-staff equity team, we regularly reflect on how to ensure that inclusion and fostering a deep respect for difference is essential to our mission. This work would not be possible without the integral partnership with the Parent Association which provides generous leadership and support for all of our cultural heritage programming.

**Please reach out to our Assistant Head, Elizaeth Desmarais,
at edesmarais@sjsla.org for more information.**





See you in the fall!

