



Parent Handbook

2024-2025

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stjamesfairhope.school

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Introduction

This handbook is provided to parents and students to offer guidelines and information concerning the policies of St. James Episcopal School. While every attempt has been made to be thorough, some situations may arise which are not covered in the handbook, in which case the school administration will act in the best interest of the students and the school and in accord with the general principles of this handbook. St. James Episcopal School reserves the right to modify the handbook's content any time the administration believes it is in the best interest of the school to do so. If you have any questions about policies that are not covered in this document, please contact the school.

St. James Episcopal School does not discriminate on the basis of race, creed, color, or national origin, neither in its admission policies nor in any school program.

Mission

We are an Episcopal School anchored in Christ, educating the whole child, mind, body and spirit, in a nurturing environment.

School Prayer

Dear God,
Thank you for this day,
This day that you have made
For our families, friends and teachers,
For our work and play

Lord please bless St. James our School
And be with us today
to love to learn and learn to love
like You in every way

Help our hands, our hearts and minds,
to be loving, true and kind
And help us to remember, too,
We are always loved by You.

Accreditation and Licensing

St. James Episcopal School is a member in good standing of the National Association of Episcopal Schools (NAES).

We, as a school, continually strive to provide your child with the safest and highest level of care. St. James Episcopal School currently holds a Religious Exemption with the Department of Human Resources. We are required to maintain compliance with all applicable regulations issued by the Health Department and Fire Marshal's Office, even though our program is exempt from regulation and inspection by the Department of Human Resources.

Admissions Policy, Requirements, and Registration

2024-2025 Admissions Policy

Enrollment priority is given to returning students and their siblings, as well as children on our wait list. This year's re-enrollment period will occur in January. During the first half of February, enrollment will open to members of St. James Episcopal Church. Enrollment will open to the public in late February.

For the purpose of this policy, the following definition of "member" applies:

A member is one who attends church regularly at St. James Episcopal Church, is baptized, has received the sacrament of Holy Communion more than six times in the previous year, is known to the treasurer, and whose canonical letter is on file with the Rector of St. James Episcopal Church. Children of members include children, grandchildren, and great-grandchildren. Nieces, nephews, cousins, and Godchildren are not given preferential enrollment.

Enrollment occurs when the application fee is paid, the tuition agreement is completed, and the school confirms the child's placement in the school.

Admission Requirements:

The online application is the first step in the admissions process.

- PK2 class must be 30 months by September 1
- PK3 class must be 3 years old by September 1 and fully potty-trained
- PK4 must be 4 years old before September 1
- Kindergarten
 - Kindergarten must be 5 years old before September 1
 - Developmental assessment completed during campus visit

- All applicants are required to submit a student recommendation form, completed by your child's current or most recent teacher.
- Grade 1
 - All applicants are required to submit a student recommendation form, completed by his or her current or most recent teacher.
 - Campus visit
 - Copies of report cards and standardized testing (if applicable).

Admission Materials Checklist

- Tuition Agreement Form
- Birth Certificate
- State of Alabama Immunization Certificate
- Child's Pre-admission Record [DHR-CDC-739 Form]
- Notarized Form of Affidavit for Religious Exemption (30 months - PK4)
- Authorization for Administering Medication/Medical Procedures [DHR-CDC-1949], if applicable
- Enrollment fee, as described in "Tuition and Fees" in the next section
- Parent Questionnaire
- Photography Consent form*
- Consent for Emergency Medical Treatment
- Medical Report PK2, PK3, PK4
- Field Trip Consent form K and First Grade
- Handbook Agreement

*The Photography Consent Form allows photographs of students to be published in the school's marketing materials, including social media. Parents may decline to grant this permission.

Families seeking admission to St. James Episcopal School will need to contact the office to inquire about space availability and arrange to meet with the Director of Admissions.

Tuition and Fees:

Tuition for the 2024-2025 School Year

School Day Program: \$8,650.00

Extended Day Program: \$2,750.00

The above monthly tuition rates include a \$10.00 per month billing fee and are based on 12 monthly payments (August – July)

Under the Monthly Payment Plan, tuition statements will be issued for 12 months beginning August 1, 2024 through July 1, 2025.

All families who pay tuition in monthly installments must participate in the Tuition Refund Insurance Plan. This plan insures your payment to the school if you should have to withdraw. It is a one-time fee of 2% of yearly tuition.

A non-refundable \$500 re-enrollment fee is due with the signed contract for incoming families. For current families, the enrollment fee is added to the January billing statement and is due by March 1.

A 5% tuition credit will be given to families with more than one child enrolled at St. James.

A 7.5% tuition credit will be given to families who are members of St. James Episcopal Church.

*Definition and qualification of “Members of St. James Episcopal Church” as summarized from Canon I.17 of the Canons of the Episcopal Church:

Members are “Confirmed Communicants in Good Standing”. Those Communicants who have received the laying on of hands by a Bishop of this Church at Confirmation or Reception as indicated in the Parish records of St. James Episcopal Church in Fairhope, Alabama; AND who for the previous year have received Holy Communion in the Episcopal Church at least three times, have been faithful in corporate worship, unless for good cause prevented, and have been faithful in working, praying and giving for the spread of the Kingdom of God AND are also financial contributors to the Parish of record.”

Fees for School:

- **Non-refundable Enrollment Fee:** \$500.00 per child. This is paid at the time the child is accepted for school or re-enrolling.

- **Curriculum Fee:** \$175 for PK2 and PK4, \$225 Kindergarten - 1st grades. The curriculum fee will be added to the August Gradelink invoice.
- **Extended Day Fee:** A daily drop in rate of \$30 is available for after care. Reservations are required for drop-in services and must be requested 24 hours in advance. Availability is limited.
- **Yearbook:** \$30
- **Off Campus Field Trips:** Fee to be determined.
- **Late Fee:** Accounts with an unpaid balance on the 11th of the month will be considered past due. On that day, at the sole discretion of the Director of Finance and/or the Director of the School, the past due account will be assessed \$100. If the account is not paid in full by the 10th of the following month, the account will be assessed an additional \$250. If by the end of the second month past due, at the discretion of the Director of Finance and the Director of the School, in consultation with the Rector, the child (ren) associated with the past due account will not be allowed to return to school until said account is current. No students will be provided transcripts, recommendations or referrals if their account has a past due balance.
- 3% Credit Card Processing Fee
- Service Charge : \$25 This fee will be charged for any NSF returned check.
- **Summer Camp Session:** Fee to be determined.
- **Late Pick-up:** Students are expected to be picked up on time. A late fee of \$25 will be added for every 5 minutes a student stays late. See "Arrivals and Departures".

Change of School Schedule (School Day / Extended Day)

The school office should be notified 30 days prior to the change in school schedule.

Student Withdrawal

The school office should be notified in writing 30 days prior to the anticipated date of student withdrawal.

Any questions or concerns regarding finance should be directed to
Jim Ketchum: finance@stjamesfairhope.org.

Curriculum

Our student-teacher ratio is 10:1.

All grade levels use the Handwriting Without Tears program. This method takes a balanced approach to learning that addresses children's physical, social-emotional, and cognitive development. The program, which was developed by occupational therapists and educators, offers both a sense of challenge and accomplishment.

SEL (Social Emotional Learning)

All grade levels implement Strong Kids series, Strong Start. It is a fun easy way to help young children develop the social-emotional skills they need to build a strong foundation for school success.

Preschool (2.5-year-olds)- PK 2.5

Our 2.5-year-olds learn through play-based instruction. They gain knowledge through everyday experiences, incorporating an arts-infused approach that nurtures a sense of curiosity, love of learning, and self expression. Our program supports the growth of children across all areas of development, including social-emotional, motor, and cognitive skills and is consistent with NAEYC's developmentally appropriate practice.

Preschool (3-year-olds) PK 3

Our preschool program is implemented by lead teachers and teacher assistants who introduce students to the joys of school and friendship. Students are eased into school routines by learning to be independent and responsible for their belongings, transitioning into different activities, and becoming active participants during instruction and playtime.

Students also gain knowledge with the Get Set for School curriculum by Learning Without Tears. This curriculum teaches the alphabet, numbers, colors, shapes, and uses literature and nursery rhymes to help children fully experience their environment. Preschoolers also focus on gross and fine motor skills.

Pre-Kindergarten (4-year-olds) PK 4

Our pre-kindergarten class is taught by highly qualified lead teachers. The 4-year-old classes introduce Handwriting Without Tears Phonics, Reading, and ME. It is a comprehensive curriculum that incorporates critical academic and developmental readiness skills that pre-k children need in order to become kindergarten-ready learners. It is designed to introduce letters, their sounds and stories.

Math

Pre-K4, kindergarten and first grade students use the Dimensions Math program, which follows the principles outlined in Singapore Math. This curriculum is focused on problem solving and gives students a deeper understanding of the concepts associated with learning equations. The goal is to create engaged, motivated mathematicians with the ability to think critically and problem solve.

Kindergarten

Our kindergarten class is taught by a certified lead teacher who continues to develop each child's individual needs within a formalized kindergarten curriculum. The curriculum also utilizes thematic study units to include science and social studies.

First Grade

In English Language Arts, students learn not only to improve their reading skills, but to develop a love of literature. Students use Fountas & Pinnell, a cohesive, multi-text approach to literacy and instruction. The science curriculum encourages students to experience science by exploring the natural world and making objective observations. Science is best learned through a hands-on approach which allows students to experience the complex processes they are learning and allows them to see real-world applications. For our social studies course of study students are introduced to civics, economics, geography, and history concepts.

Technology

All classes PK2 through first grade integrate Smartboard technology into lessons. First grade classes are introduced to technology and keyboarding skills through the use of Chromebooks during small group instruction.

Enrichment

All students attend one enrichment class daily. The teacher or teacher assistant attends the enrichment class with the students in preschool.

Art

Our art education program in the preschool classes focuses on the process of imagining, designing and creating. In the lower school classes, the students focus on the elements and the design principles.

Environmental Science/STEM

Environmental science classes explore the water cycle, soil, how plants grow, and highlights the unique environment of Mobile Bay. The STEM program will engage your child with science, technology, engineering, math and more, through play, sensory and hands-on activities.

Music and Movement

Our music education program contributes to the physical, social, and intellectual development of children. Class activities include speech, singing, creative movement, organized dance, drama, reading, writing, listening, performance, instrumental experiences, and instrumental technique. Value is placed on the process of learning and the importance of imitation, exploration, play, practice, demonstration, and improvisation. The program is framed by Orff-Schulwerk Music for Children and the First Steps in Music program. The Early Childhood program develops readiness for more formal instruction in singing, instrumental music, learning to play an instrument, and dance in the later grades. The music program is about developing the Body, Mind, and Spirit of each child and instilling a love and appreciation of music that will last a lifetime.

Story Time

Children build early literacy skills needed for school readiness daily through engaging stories, poetry, finger plays, rhymes, and songs. Guest readers are welcome.

First grade students will visit the Fairhope Library bi-weekly.

Physical Education

Kindergarten and first grade students are introduced to five main areas: movement, ball skills, rhythmic skills and games, locomotor and non-locomotor skills, and eye-hand coordination. In all activities, students are taught to apply the values of teamwork and sportsmanship.

A child must present a medical excuse for non-participation in physical education activities.

Spanish

Our Spanish curriculum is developed specifically for young learners. All lessons are designed for the appropriate grade level.

Religion – Godly Play

Godly Play encourages children to explore their faith through storytelling. The program is based on Montessori principles and familiarizes the students with religious language while enhancing their spiritual experience through wonder and play.

Religion class is taught to our first graders by our school chaplain.

Chapel

“Episcopal schools are created to be communities that honor, celebrate, and worship God as the center of Life” (from the National Association of Episcopal Schools). The chapel program is the hallmark of what makes an Episcopal school unique. We pray, we sing, and we say The Lord’s Prayer. The traditions of other denominations and faith groups are respected, and the school welcomes families of all religious faith groups and Christian denominations. Episcopal school worship embraces the full breadth of the human family!

Yoga

We introduce yoga at an early age to encourage self-esteem and body awareness with a physical activity that is non-competitive. Yoga practice encourages balance, supports mental and physical strength, peace, relaxation, and connection to oneself. Yoga brings that marvelous inner light that all children have to the surface. Our Yoga class is led by a certified yoga instructor. Yoga instruction is weekly for 30 months through PK4 classes.

Playground

All students have outside playtime each day.

Field Trips

30 months-PK4 will participate in on-site field trips.

Kindergarten through 1st grade will have off-campus activities throughout the year. Parents are sometimes needed to go on field trips and will have the opportunity to sign up to do so. Please do not bring siblings of students on field trips.

Grading

Assessments of progress PK3, PK4, Kindergarten

Grading is based on observation and demonstration of developmentally appropriate activities.

3 = Demonstrates Expected Development
2 = Emerging Development
1 = Needs more time to develop
NA = Not Assessed

1st Grade Report Cards
A = 90 - 100 Excellent E
B = 80 - 89 Good G
C = 70 - 79 Average Av
D = 65 - 69 Poor P
Below 65 Unsatisfactory U

Parents will receive a quarterly report card.
Parent-teacher conferences can be scheduled and are encouraged throughout the school year.

It is expected that all children attending St. James Episcopal School remain on grade level or above. If a child has difficulty in any area, the faculty and administration will make every effort to assist in a diagnosis and to alleviate the problems within the classroom. If the problems persist beyond our areas of expertise, recommendations for further alternatives will be given to the parents.

Attendance

Regular and timely attendance is essential for a student to grow and mature to their fullest potential and maximize the educational opportunity offered at St. James. Absenteeism and tardiness hinder the student's growth and development both academically and socially. Parents should make every effort to have their student arrive on time for school and remain for the entire school day. If a student will be absent, please email the school (office@stjamesfairhope.org). If a student is to be picked up early, parents should give prior notice to the office .

ABSENTEE POLICY – Absences due to illness, quarantine and family emergencies will be excused. Parents are asked to email the office if the child will not be at school, unless prior notice has been received. A student returning to school following an absence must bring a note from his or her parent or guardian stating the reason for the absence.

TARDIES - The instructional school day begins at 8:15 a.m. Beginning the school day on time is important to the individual student and to his/her learning community. Tardiness causes the student to miss beginning routines, class work and social time. It

is an unwelcome interruption for other students and the teacher. **Please** be sure your student is on time.

Attendance K through 1st Grade

Absences due to illness, quarantine, and family emergencies will be excused. However, students having five or more unexcused absences or tardies per quarter will be subject to review by the school administration. Parents are requested to call or email the office if the child will not be at school, unless prior notice has been received.

Make-up Work

Students must complete all assignments missed during absences. Students/parents are responsible for scheduling all make-up work and should be proactive with their communication with teachers. If a student needs more time to complete work, arrangements should be made with each teacher.

EARLY DISMISSAL – Whenever possible, appointments and trips should be planned so that they do not disrupt the child’s school day. If it is necessary for a student to leave school early, he/she should bring a note from his/her parent/guardian to the homeroom teacher at the start of the school day. Students may be checked out from the school office only. Students will remain in class until checked out. Only the parent, guardian, or person designated by the parent may pick up the child. If your child returns to school the same day, he or she must be readmitted through the office.

Hours of Operation

The school will operate from 7:30 a.m. to 5:30 p.m., Monday through Friday, except for designated holidays (listed on back cover of the handbook).

Choices of schedules are:

Full Day: 7:30 a.m. to 5:30 p.m.

School Day: 8:00 a.m. to 2:30 p.m.

After-school care: 2:30 p.m. to 5:30 p.m.

Drop-in After-school care is offered based on availability and must be requested 24 hours in advance by contacting office@stjamesfairhope.org.

Secure Building Access

All students must enter and exit through the front entrance. An intercom button is available to gain access into the building. A valid photo I.D. will be required if guests are not recognized by the school. Visitors must be verified at the school office before obtaining a visitor pass.

School Arrival and Pick-Up

Our Full Day Program begins at 7:30 a.m.

Students arriving at 7:30 a.m. for morning care will go directly to Green Hall and have adult supervision. Morning care students will be escorted to their classrooms at 8:00 a.m.

Arrival for our School Day Program begins at 8:00 a.m. and goes to 8:20 a.m.

When entering the parking lot of St. James from Section Street, please follow the signs that direct you to the parking and entrance for the school. St. James's carpool is designed with the safety of all parties as the utmost of importance.

We strongly encourage all parents to drive through the carpool line. Please do not exit your car in the carpool line to unload or load your child. A staff member will assist your child and escort them into the building.

Children may not walk into the building alone and are never to be left outside the building without an adult.

Each child must be signed in and out each day.

If arriving after 8:20 a.m. you will have to park and walk your child into the building.

PLEASE

- Pull up all the way under the portico and keep an eye on the car in front of you.
- Put your car in park when loading and unloading.

- Students should exit from the rear seat on the passenger side. Please remove items that will interfere with easy loading and unloading.
- Be watchful of children and teachers who are loading and unloading other children, and of the traffic director.

PLEASE DO NOT

- Ask us to load on the left side of the car or through the back door of station wagons. This puts children and teachers in hazardous positions between vehicles and makes them less visible to the traffic director.
- Use your cell phone while carpool is in progress. Student safety requires your full attention.
- Leave children in the car unattended.
- Speed through the parking lot.
- For safety reasons, we kindly ask that children remain seated inside the vehicle and do not hang out of the sunroof or windows.

We understand that the first few weeks of school can be a difficult adjustment. We want to reassure you that our teachers will do everything possible to ease this transition for you and your child.

Departures

It is important that students are picked up on time by the guardian or adult listed on the child's admission form.

School Day students depart promptly at 2:30 p.m. Pickup is allowed between 2:30 p.m. and 2:50 p.m. If you arrive after 2:50 p.m., a late fee of \$5.00 for every 5-minute interval per child will be charged to your account. Excessive late pickup may result in dismissal from the program.

School Day departure follows the same procedure as morning carpool drop off.

Full Day students must depart promptly by 5:30 p.m. After 5:30 p.m., a late fee of \$25.00 for every 5-minute interval, per child, will be charged to your account. Excessive late pickups may result in dismissal from the program.

In the event of an emergency or unavoidable delay, the fee can be waived. The parent should call the school office prior to 2:00 p.m. for School Day children, and prior to 5:00 p.m. for Full Day students.

For full day pick-up we ask that you park your car in a designated parking space and walk to the school entrance and ring the bell. A staff member will call for your child. You will be asked to sign-out your child.

Prior notification must be given to St. James Episcopal School if someone other than a child's parent or guardian will be picking them up. The person must first check in with the school office where they will be asked to provide a photo I.D. Only pre-authorized adults listed on the child's Admission Form may pick up the children. It is the parents' responsibility to periodically review individuals you have named and authorized with the school office.

Please discuss any custody arrangements that may be in place with the Director of the School. Documentation regarding custody arrangements must be on file at the school.

General Policies

Bathroom & Self Care Policy

Our PK2.5 class is equipped with a diapering facility therefore our PK2.5 children may not be fully potty trained. Parents provide diapers, pull-ups, and wipes.

The St. James PK3 and PK4 program has religious exemption with the State of Alabama Department of Human Resources. However, we follow regulations regarding children being potty trained before starting school. Because we do not have a diapering facility in these classes (according to the Department of Human Resources), all students in our PK3 and PK4 classes must be fully potty trained before starting school. Of course, we recognize that accidents may occur, but the school may also deem an excessive number of accidents as a reason to ask parents to keep a child home until they are fully potty trained. A series of three (or more) bathroom accidents within a two-week period indicates that the child is not yet fully potty-trained. In this case, the child will be asked to remain home for a time determined by St. James Episcopal School personnel until he/she can demonstrate independence of their toileting needs. Pull-ups are not permitted to be worn at school.

With regard to self-care:

We ask you to regularly reinforce your child's abilities in undressing, wiping, flushing, redressing, and hand washing.

- All children enrolled in PK3 must be potty-trained. This includes being potty-trained during nap time.
- Your child must be able to tell the teacher they need to use the restroom before they need to visit the restroom.
- Additionally, your child(ren) should:
 - Be able to pull down their pants and underwear and get them back up without assistance.
 - Be able to wipe themselves properly and flush the toilet.
 - Be able to wash and dry their hands.

The Director of St. James Episcopal School reserves the right to withdraw a child if he or she is not fully potty-trained. Each student should have one clean change of clothes available in case of an accident or illness. Please place the clothes in a zip lock bag labeled with your child's name.

Birthdays

Classes recognize students on their birthdays, or as close to the child's birth date as possible. Personal party invitations given out on the campus of St. James must be given to the child's entire class. Please do not have balloons or other gifts delivered to your child at school. Teachers will discuss other details regarding birthday protocol during your parent preview session.

Holiday Parties

Each class will have a designated room mom to help coordinate parties and special activities and events throughout the year. The room mom will work with the classroom teacher. Holiday parties are planned according to grade level. We celebrate Mardi Gras, Halloween, Thanksgiving, Christmas, Valentine's Day, St. Patrick's Day, Easter, and the End of the Year. These parties and activities are consistent among all classrooms.

Discipline

We recognize that it is developmentally appropriate for preschool-aged children to struggle with sharing, expressing anger, frustration, and personal boundaries. Our goal as teachers is to help your child develop the social skills necessary to thrive with his or her peers. We help each child develop self-control and learn how to be responsible for his or her actions. Positive reinforcement techniques regarding discipline and redirection are used. If redirection is not successful, we implement a gentle, logical, consequence to help the child. For example, each classroom has a quiet area where a child who is over-stimulated or just needs a quiet space may go to regroup.

Should a child cause harm to another child while at school, both families will immediately be notified of the incident in writing. Neither child's name will be provided on the report. If the child who was harmed shows significant signs of pain or emotional distress, the parents or guardians or others will be notified immediately. If a child repeatedly causes harm to himself or others, we will do everything in our power to work with the families and help the children develop appropriate classroom behavior. However, if a child is consistently unsuccessful in the classroom and/or is unable to relate to his or her peers safely, St. James Episcopal School reserves the right to dismiss the child from the program.

No form of physical or mental punishment is ever permitted in St. James Episcopal School. Children are always made to feel safe and valued.

Biting

We consider biting to be unacceptable behavior and will not be tolerated. Should a student bite another student, the offending child will be verbally warned and an

incident report will be sent home in both childrens' folders. If the behavior is repeated a second time, an incident report will be filed, the parent will be called to pick up the child who did the biting, and the parent will be asked to keep the child out of school (or camp) for the next 24 hours. If the behavior is repeated a third time, an incident report will be filed, the parent will be called to pick up the child who did the biting, and a meeting with the teacher and Director will be held. The child will be kept out of school for the next 48 hours.

Any additional occurrences in children 3 years and older may result in the child's removal from the school with no refund of any fees. Some discretion for additional occurrences will be given in the 2-year-old room where biting is likely to occur. However, if biting is unresolved after 4 times, the child may be removed from the school with no refund of any fees. In the event a child bites a teacher or staff member, the same protocol will be upheld. Safety is of paramount importance at St. James Episcopal School and this policy is for the safety of our students. This policy is not meant to be a means of discrimination.

Items from Home

ARTICLES PROHIBITED AT SCHOOL: Matches, guns, knives, or other items which are not age-appropriate, or are otherwise deemed unsafe may not be brought to school. Children may not bring pets, electronics (watches included), phones, toys, or games without prior permission from the teacher. Valuable items should never be brought to school. "Show and Tell" is limited to specific days; your child will know when it is his or her day to bring something to share. Please check with teachers before allowing any games, toys, etc. to come to school with your child.

Only I.D. tags can be attached to backpacks. Rolling backpacks are not permitted.

Students in grades PK2 through PK4 will have a St. James tote bag.

Students in grades Kindergarten through 1st Grade should have a backpack. (No Rolling Backpack)

Children PK2 - PK4 may bring one plush toy for nap time. This toy must be small enough to fit into the child's tote. We recommend that favorite toys be left at home, as we cannot guarantee items will not be lost.

Naps

30 months through PK4 students have quiet rest time each day. Nap cots are provided by the school. We ask that you provide a roll-up blanket with your child's name clearly marked on it. For the health and protection of your child please send the nap mat in a

plastic bag as we cannot store mats together. All blankets will go home weekly on Friday for laundering.

Snacks and Lunches

Each child must bring a lunch, morning snack, and a drink in a reusable plastic or metal water bottle. If your child will remain at school after 2:30 p.m., please provide an afternoon snack. Lunch should be a nutritious meal that does not require preparation by the teacher and will not spoil outside of refrigeration. Do not send foods that need to be warmed. No carbonated drinks or candy are allowed.

If your child has a food allergy, alert the teacher and office immediately. It is the parent's responsibility to notify the office of any allergies. We will inform parents of particular foods that cannot be brought into the classroom. For further information, please refer to the allergies section.

Catered Lunch

Lunch purchase options will be available Monday, Wednesday and Friday. Lunch order forms will be posted on the school website at least one month in advance. Once orders are placed no additional orders will be accepted. Your Gradelink account will be charged.

Emergency Procedures/Security

Our school will run emergency fire, tornado, and lockdown drills to ensure that staff and students are prepared in the event of a campus emergency. Anyone present on campus at the time of a drill, including visitors, will be required to participate, and everyone is expected to abide by the directives of school personnel. A plan for evacuation and care of the children in case of fire, tornado, serious injury, accident, or campus lockdown will be posted in a conspicuous location in each classroom.

Visitors/General Security

The school has controlled access. All visitors are required to provide a valid photo I.D. and sign in at the school office in order to obtain a visitor pass. Visitors must also sign out upon leaving.

Volunteers

The Episcopal Diocese of the Central Gulf Coast requires that all faculty, staff and persons who volunteer in any capacity at the school be trained in the Praesidium Academy referred to as " Safe Church/Safe Communities". Parents are encouraged to take an active role in their child's classroom. Visits for specific activities should be

planned and discussed with the classroom teacher in advance. Parents should always wear a visitor badge while they are on campus.

All visitors shall abide by this handbook and by all school policies and directives.

Inclement Weather

St. James Episcopal School will make decisions determining whether to close the school for inclement weather based on consultation with local authorities and other area schools. A formal email and a formal text message to the cell phone number on file will be sent as quickly as decisions have been made regarding closures, etc., during inclement weather or other emergencies. You may also tune in to local news stations. Re-opening will be at the school's discretion and may not follow Baldwin County Public Schools or other schools and organizations.

When St. James closes or delays opening, all classes, activities, and athletic practices or games will be canceled or postponed until the school reopens. Any exception to this policy will be clearly stated at the time of the announcement.

Health and Safety (addendum)

Safety is our primary concern, and we want to provide the safest environment for our students and staff. Unfortunately, accidents may occur. Any accident or injury will be reported to the parent through an accident report form, and you will be notified by the teacher or the office. Your signed emergency medical release will also assist the school in obtaining prompt medical attention for your child.

Allergies

Anaphylaxis is a severe allergic reaction at the extreme end of the allergic spectrum, which, after minutes of exposure, can lead to death. The main causes are attributed to nuts, seeds, and seafood. This policy focuses on the management of nut allergies.

As St. James Episcopal School does not serve food, it is the responsibility of all parents to use care in the preparation of any food sent with their child to ensure it does not contain nuts and seafood. This will prevent subjecting other children to ingredients to which they may have allergic reactions. It should be understood, given the current food manufacturing processes, that it is impossible to guarantee that all products will be free from possible "traces of nuts" and other allergens.

The success of minimizing anaphylaxis risk - and all other allergic reactions - requires the cooperation of the students and parents. Our school is a "Nut-Free Zone." As such, parents are to refrain from sending to school any foods that contain nuts.

First Aid Training

The St. James Episcopal School staff will maintain current CPR and First Aid training certificates throughout the school year.

Illness Policy

No student should ever come to school sick (fever, vomiting, diarrhea, headache, stuffy nose, sore throat). If your child has a fever of 100 you will be contacted to pick them up from school. Illness spreads quickly among children. Students should be fever-free for 24 hours without the aid of fever-reducing medication before returning to school.

Any child in attendance who becomes ill, has a contagious disease or condition, or suffers an injury that requires medical attention, shall be separated promptly from the class, but shall have continuous supervision by a school staff member.

When a contagious disease/condition (a disease/condition which can be transmitted or spread from person to person) has been introduced in the school, parent(s)/guardian(s) of each exposed child shall be notified. The school urges parents(s)/guardian(s) to notify the school when their child is known to have been exposed to contagious disease/condition outside the school. Please be vigilant and do not send your child to school sick or exposed.

The ill or injured child's parents/guardians shall be notified and required to pick up the child. In the event the parents are unable to pick up the child, they will need to arrange for another designated person to do so. Emergency contact information and information regarding who is allowed to pick up each of your children MUST be kept up-to-date in the school's files.

In the event immediate and/or emergency medical treatment should become necessary and required, and parents/guardians or other designated persons can not be reached prior to such emergency medical treatment being determined to be required and necessary, St. James Episcopal School will obtain and authorize such necessary and required medical treatment as recommended by a medical professional. However, all medical expenses of any kind shall be the sole responsibility of the party/parties signing the Financial Responsibility Form for the applicant on the Enrollment Form.

Medications

St. James Episcopal School may only administer medication when it has been prescribed by the child's physician. No over-the-counter medication (without a prescription) shall be administered at the school. The medication must arrive at the

school in its original container, labeled with the child's name and pharmacy information. Specific dosing times and instructions for administration must accompany the medication. A Medication Authorization Form must be completed and on-file in the school office in order for medication to be administered. The Medication Authorization Form is only valid for seven days. At the end of the seven-day period, the medication will be returned to you unless a new Medication Authorization Form has been completed. The original, completed Medication Form will be kept on-file at the school office. If your child requires long-term medication, please discuss this with the Director so appropriate documentation can be obtained from you and your child's physician.

Medication **MUST** be hand-delivered directly to the School Director to ensure the safety of all children and to ensure that proper documentation is in place. **No** medications should ever be placed in a child's backpack.

Summer Session

The Summer Session follows standard procedural rules for drop-off and pick-up, meals, snacks, security, etc., but has a greater emphasis on enrichment activities through play. Dates TBD

Uniforms

St. James Episcopal School requires uniforms for all students. The school board, administration, and teachers agree with research supporting the benefits of uniforms for creating a positive learning environment in school.

Spirit Shirt Day - Our school celebrates a school spirit day every Friday. Students may wear any St. James school t-shirts/sweatshirts/team jersey, with khaki or navy shorts, pants, skirts, or blue jeans. NO patterns are allowed.

The uniform guidelines are in effect every day of the school year except for Summer Session. There will be some days designated as "Fun Day". These days will be announced in advance via class newsletter and Gradelink. Guidelines for those days will be announced at the appropriate time. (Each child should have one clean change of clothes in a labeled zip lock bag in his or her backpack in case of an accident or illness.)

Uniform Guidelines

PK2 - Kindergarten/Girls

- Jumper dress plaid #72 with St. J (logo)
- Navy knit shorts under jumper

- White tennis shoes. NO light up shoes.

First Grade/Girls

- First grade girls may wear a plaid skort, short sleeve red polo or long sleeve white peter pan blouse with navy piping, and St. J logo on collar. The tunic jumper, white peter pan with navy piping and St. J Logo on collar.
- Shoes - white tennis shoes or black and white saddle oxford Keds. No light up shoes.
- Shoes must have back and no open toe

All Girls

- Shorts need to be worn under dresses
- Hair accessories: solid navy, red, white, or uniform plaid is preferred but any color hair bow is acceptable.
- Girls may wear solid white knee socks, white ankle socks, navy or white tights or leggings.

Boys

- Red polo shirt w/ St. J (logo)
- Khaki pants or shorts. No belts for PK2 - Kindergarten.
- Shoes white or gray with a small logo. NO light up shoes.
- Shoes must have a back and no open toe.

Boys/Girls

- White socks are required
- Solid red cardigan sweater, logo optional

- Solid red crew neck sweatshirt with logo
- Blue sweatshirt with school logo
- Outerwear - All outerwear must be removed when inside the building. Outerwear is considered to be coats, jackets, raincoats, and sweatshirts that are not uniform.

Uniforms may be purchased online or on location at Zoghby's Uniforms located at 905 Daphne Avenue or ZoghbysUniforms.com.

Shoes are also available at The Shoe Boutique 818 Mancie Ave. in Daphne.

Hair (Kindergarten and Up)

Hair must be clean and well groomed and should not impair vision. Any hairstyle that would impair the vision of male or female students would be a violation of this policy.

Jewelry

Jewelry should not be a distraction and students may be asked to remove and/or discontinue wearing an item at the discretion of the classroom teacher.

Volunteer Opportunities

Volunteer opportunities are available for families to make a positive impact on the school. It provides a means for parents to get to know one another and assist the school in various events, activities and projects.

Ways to get involved: used uniform closet/parent socials/faculty back to school luncheon/Teacher Appreciation Week/Scholastic Book Fair/Zebedee-do-dah/ (Fundraiser)/ Art Showcase (Night of the Arts)/ Field Day/ Fall Festival/ Easter Egg Hunt/ Grandparents Day/ Dads Lunch/Polar Express Day/Christmas Parade and set up for various school events and activities.

All parents are invited and encouraged to volunteer and participate.

After School Extras

- B Dance Studio - Tuesday
- Art Class - Wednesday
- Let's Kick Soccer - Thursday

Athletics

Athletics foster personal development and growth from an early age. Students learn the value of collaboration, inclusivity and team building through our physical education program.

SCHOOL STAFF

860 North Section Street ✚ Fairhope, AL 36532
phone | 251.928.2912 website | www.stjamesfairhope.school

School Director: Shelley Miller
schooldirector@stjamesfairhope.org

Director of Admissions: Anne McEniry
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Office Manager: Marcy Covington
office@stjamesfairhope.org

Communications: Leslie Guilian
media@stjamesfairhope.org

Teachers

Stacy Vail (2yr olds/30 months)
stacy@stjamesfairhope.org

Assistant: Emma Strength

Tabitha Gelarden (3-year-olds)
tabitha@stjamesfairhope.org

Assistant: Emily Byrd

Alyson Pouncey (3-year-olds)
alyson@stjamesfairhope.org

Assistant: Caroline DeValk

Chasta Ortstadt (4-year-olds)
cortstadt@stjamesfairhope.org

Assistant: Tammy Bailey

Sophia Soliday (4-year-olds)
sophia@stjamesfairhope.org

Assistant: Mayelys Baldovino

Amy Randle (Kindergarten)
arandle@stjamesfairhope.org

Assistant: Kirsten Krebs

Savannah Partin (First Grade)

spartin@stjamesfairhope.org

Assistant: Lucy Moore

After school:

Kellie Graves

Marilyn Arronate

Christie Baker

Chloe Ayres

Karagan Brown

Sarah Delahunty

Ava Farmer

Emmie Freeman

Virginia Guilian

Caroline Fitzhugh

Enrichment Teachers:

Art: Genie Porter

Spanish: Mayelys Baldovino

Music: Mary Katherine Kilgore

Godly Play: Anne McEniry

Religion: The Reverend Forbes Sirmon

PE: Christie Baker

STEM: Marsha Chinal

Yoga: Yamini Amen

CHURCH STAFF

Rector: The Reverend De Freeman
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Associate Priest: The Reverend Forbes Sirmon
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Associate Priest: Amanda Doshier
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Parish Administrator: Meghan Kasuba
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Office Manager: Mary Ellis
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Director of Music Ministries: Mary Katherine Kilgore
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Organist: Joe Setzer

Director of Christian Formation:
Natalie Smith
stjameseyc@stjamesfairhope.org

Director of Finance: Jim Ketchum
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Communications: Leslie Guilian
media@stjamesfairhope.org

Housekeeping: Rose Collins
Sexton: Mike Costigan

St. James Episcopal School

2024-2025 School Year Calendar

Faculty In-Service/Orientation	August 6 - 9
Parent Information Night (Parents Only)	August 12
Meet the Teacher for Students	August 13
First Day of School (noon dismissal)	August 14
Labor Day Holiday	September 2
End of 1st Quarter	October 11
Fall Break	October 14 and 15
Thanksgiving Holiday	November 25 – 29
End of 2nd Quarter (noon dismissal)	December 20
Christmas/New Year's Holiday	December 20 – Jan. 3
Faculty Workday (student holiday)	January 6
Classes Resume (students return)	January 7
Martin Luther King Holiday	January 20
End of 3rd Quarter	February 28
Mardi Gras Holiday	March 3 - 4
Ash Wednesday - students return	March 5
Good Friday Holiday	April 18
Easter/Spring Break Holiday	April 21 - 25
Kindergarten Graduation/Last Day of School	May 22
Noon Dismissal	
Last Day for Teachers	May 23