



Parent Handbook

2025-2026

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stjamesfairhope.school

Content

Introduction	2
Mission	2
School Prayer	2
Accreditation and Licensing	2
Admissions Policy, Requirements & Registration	3
2025-26 Admissions Policy	3
Admissions Requirements	3
Admission Materials Checklist	3
Tuition and Fees	4
Student Withdrawal	6
Curriculum	6
Enrichment	7
Attendance	10
Hours of Operation	11
Secure Building Access	11
Arrivals	11
Departures	12
General Policies	13
Birthdays	14
Holiday Parties	14
Discipline	14
Biting	15
Bullying/Mistreatment	15
Items from Home	16
Naps	16
Snacks and Lunch	16
Emergency Procedures/Security	17
Visitors/General Security	17
Volunteers	17
Inclement Weather	17
Allergies	17
Health and Safety	18
First Aid Training	18
Illness Policy	18
Medications	19
Uniforms	20

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

2025-2026 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.

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.

- 30 months 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 by 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.

Grades 1 and 2

- All applicants are required to submit a student recommendation form completed by his or her current or most recent teacher.
- Copies of report cards and standardized testing (if applicable).
- Required on campus visit.

Admission Materials Checklist

- Tuition Agreement Form
- Birth Certificate
- State of Alabama Immunization Certificate
- Student and Parent Information
- Notarized Form of Affidavit for Religious Exemption (30 months - PK4)
- Enrollment fee, as described in "Tuition and Fees" in the next section
- Parent Questionnaire
- Photography Consent Form*
- Consent for Emergency Medical Treatment
- Medical Report
- Field Trip Consent Form Kindergarten, First and Second Grade
- Bathroom and self care policy for preschool
- Liability Release
- 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.

Tuition and Fees

Tuition for the 2025 - 26 School Year

School Day: 30 months \$9,600.00

School Day: PK3 - PK4 \$9,000.00

Kindergarten, First, and Second Grade \$9,200.00

Extended Day Program: \$2,800.00

The above monthly tuition rates include a \$15.00 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, 2025 through July 1, 2026.

Families who choose either the 10 or 12 monthly payment option must participate in the Tuition Insurance Plan. This is a one time fee of 3.5% of tuition. There is also a monthly \$15.00 processing fee.

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 in Good Standing of St. James Episcopal Church” as summarized from Canon I.17 of the Canons of the Episcopal Church:

The sacrament of Holy Baptism makes you a member of the Universal Christian Church. The Episcopal Church recognizes all persons who have been baptized with water and in the name of the Father, Son, and Holy Spirit (Holy Trinity) as Christian.

You are a member at the church where you were baptized until death or until you transfer to another congregation. So, if you were baptized at St. James Church, you are a baptized member here. If you have asked that your “letter” or record of your baptism be transferred here, and it is indicated in the parish records of St. James Episcopal Church, Fairhope Alabama, then you are a member here.

A member (communicant) in good standing is someone who meets the previous qualifications, AND who for the previous year has received Holy Communion in the Episcopal Church at least three times, has been faithful in corporate worship, unless for good cause prevented, and has been faithful in working, praying and giving for the

spread of the Kingdom of God AND are also financial contributors to the Parish of St. James Episcopal Church, Fairhope, Alabama.

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:** 30 months through PK4 \$200.00, Kindergarten through 2nd grade \$250.00. 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.
- **Off Campus Field Trips:** Fee will be billed to Gradelink.
- **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.

Any questions or concerns regarding finance should be directed to

Jim Ketchum: finance@stjamesfairhope.org.

- **Summer Camp Session:** Fee to be determined.

Please note: Tuition does NOT include Summer Camp. If you choose the 12 month payment option and plan to enroll your child in Summer Camp, you will have two tuition payments during those months.

- **Late Pick-up:** See "Arrivals and Departures".

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 and located on our school website).

Schedules are:

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

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

School Day Kindergarten, First and Second Grade: 8:00 a.m. to 3:00 p.m.

After-school care preschool : 2:30 p.m. to 5:30 p.m. After-school care Kindergarten-2nd 3:00 - 5:30

If you choose to change from a School Day schedule to an Extended Day schedule, the school office should be notified 30 days prior to the change.

Student Withdrawal

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

Duplicate Mailings

If a student's parents are separated or divorced, report cards and school mailings may be sent in duplicate if requested in writing. Please contact (office@stjamesfairhope.org) to make such a request.

Curriculum

Preschool

Our preschool student-teacher ratio is 10:1.

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. We strive to offer both a sense of challenge and accomplishment.

Our "Lil Knights" 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. Our classrooms are spacious, bright and generously supplied with curricular materials and age appropriate toys and tools for creative learning.

Lower School - 1st and 2nd

Students receive instruction in English Language Arts, Math, Science and Social Studies. The reading program is designed to strengthen literacy and a love of reading in every learner. The math program provides mathematical variability in teaching methodology that allows students to truly master mathematical concepts. Our students 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 30 months through second grade integrate Smartboard technology into lessons. Kindergarten, first and second grade classes are introduced to technology and keyboarding skills through the use of Chromebooks during small group instruction. Students have monitored access to different programs provided by their instructor.

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.

Enrichment

All students attend one enrichment class daily.

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 /STEM program will engage your child with science, technology, engineering, math and more, through play, sensory and hands-on activities. We utilize our outdoor areas around campus that provide children with opportunities to embrace the wonder of the natural world and to engage in experiences that are meaningful to them. We seek opportunities to encounter and explore nature together as children lead us with their curiosity and drive to explore and discover the world around them.

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.

Library

First and second grade students will visit the Fairhope Library bi-weekly. Each child will need their own library card.

Physical Education - K through 2nd grade

Kindergarten through second 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 class offers the opportunity for students to immerse themselves in a foreign language and foreign culture.

Godly Play - Religion

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 and second graders by our Director of Christian Education.

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! All St. James students, regardless of their religious beliefs, attend regular chapel and/or church services. The school considers these services to be important and integral parts of the St. James experience, and attendance is required. Since these are worship services, flash photography, food, and drinks are not allowed.

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.

Playground

All students have outside playtime each day.

Field Trips

30 months - PK4 participates in on-site field trips.

Field Trips for K through 2nd grade are an extension of the curriculum and are intended to have academic value and learning outcomes. Thus, students are expected to attend field trips.

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.

If you choose to volunteer as a parent driver you will need to complete the Educational Field Trip Driver Form 2025 - 2026. This form is available in the school office.

By completing your handbook acknowledgement, you are agreeing to the following policy:

“As a parent of a St. James Episcopal School student, I understand that when traveling off campus, including trips that leave the Fairhope area, my student will be under the supervision of a St James faculty and/or staff member. I also understand that my student will be under the supervision of agents of St. James Episcopal School (i.e., parents). St. James and its agents have my permission to exercise parental supervision over my student. Furthermore, I understand that my student will be expected to respect all rules and regulations. Should my student be involved in the destruction of property, the expenses of the same will be my responsibility. As a parent of a St. James Episcopal School student, I further understand that I consent for such medical treatment and/or surgery to be given and performed to and upon my student as appears to be reasonably necessary in the exercise of prudent medical judgment of a doctor of medicine (i.e. M.D.) at any point on the trip at which sickness or accident occurs. In this regard, it is understood that any medical, hospital and/or surgical expenses that may be incurred as a result of treatment recommended by any such doctor will be borne by me.”

Please see additional Volunteer requirements on pg. 17.

Counselor

A part time counselor will be available to meet with students in small groups or as a class. Students may be referred to the counselor by parents or staff. Individualized counseling is available upon request for an additional fee.

Support Services

St. James School will provide space for outside resources at the cost of the family, ex. speech, special tutoring.

Grading

Preschool

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

Progress Code

C - Demonstrates consistently and independently

After a skill is taught the student is able to perform the skill or activity independently.

S - Demonstrates sometimes with support

The student has not yet mastered the objective and needs assistance from the teacher when asked to apply the skill or perform the activity.

N - Needs continued development

Some children are not ready to master a skill. The indicator does not mean the student is not learning or unable to learn or choosing not to learn. It does mean that the Child needs more time to develop before being able to master the skill.

NA = Not Assessed

Grades 1st - 2nd

Grading Scale: English Language Arts, Writing, Math, Science, and Social Studies

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 65 - 69

Below 65

A Social Skills and Work Habits section accompanies the grade report of each student at the end of each quarter and reflects the student's performance on various behaviors affecting learning. It is intended as communication to parents about any learning behaviors and work habits which may need strengthening for optimum academic success.

Grading Scale: Art, Music, PE, Spanish, STEM

S = Satisfactory

N = Needs Improvement

Parents will receive a quarterly report card.

All skills on the report should at least be introduced by the end of the 4th quarter.

Testing Policy - 1st and 2nd

Generally, students will have no more than one major test on a single day. Spelling tests and class quizzes, while important, are not considered major tests. Students should be prepared to take missed tests immediately upon returning to school unless other arrangements have been made with the teacher.

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

St. James assumes that all students will be present each school day. Absences are discouraged and should be avoided.

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 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.

Attendance 1st and 2nd Grade

Excused absences due to illness, medical appointments, religious observance, or funerary will be excused. However, students having 10 or more unexcused absences or tardies per quarter will be subject to conference with 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.

Unexcused absences includes, but is not limited to, the following: vacation, non-school-related events, or non-medical appointments. A note or phone call explaining a students' absence must be received within 24 hours of the absence. It is always best to check with administration before a planned absence to determine whether that absence will be excused or not.

Tardies

The instructional school day for kindergarten, first and second grade begins at 8:00 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.

Truancy

By law St. James School is required to report said absenteeism to the appropriate local governmental authorities per Code of Alabama(1975)16-28-3.

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.

Secure Building Access

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

School Arrival and Pick-Up

Arrival and Pick-Up will change based on construction and traffic flow needs.

Arrival

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

Students arriving at 7:30 a.m. will have adult supervision until they are escorted to their classrooms at 8:00 a.m.

Our School Day Program begins at 8:00 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 8:15 a.m. you will have to park and walk your child into the building and sign them in at the office.

PLEASE

- Pull up all the way to designated area 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 vehicles. 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 staff 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.

Preschool School Day students depart promptly at 2:30 p.m. After 2:45 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.

Lower School Day students depart promptly at 3:00 p.m. After 3:15 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 up their child(ren). The person must first check in with the school office where they will be asked to provide a photo I.D. if not recognized. Only pre-authorized adults listed on the child's Admission Form may pick up the child, or if the office has been contacted for other arrangements by the parents. 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 30 month class is equipped with a diapering facility therefore our 30 month 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 ziplock 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. Children are recognized in Chapel during their birthday week.

Holidays/Celebrations

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 Halloween, Thanksgiving, Christmas, Valentine's Day, Mardi Gras, 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 children's 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 30 month 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.

Bullying/Mistreatment

As a school community, it is our mission to foster and maintain a learning environment that is caring, responsive, and safe, and is also free from mistreatment, harassment, and bullying. Promoting positive interpersonal relationships among everyone is our goal and priority at St. James School. Mistreatment of any kind is prohibited and will be investigated and addressed in a prompt and thorough manner.

Bullying takes many forms but is often manifested as the use of implied or explicit aggression with the intent to harm, demean, or downgrade another person. It is a persistent, focused, and targeted pattern of behavior resulting in pain and distress to the victim. It creates a hostile environment at school for the targeted student. Bullying involves a perceived imbalance of power between the infringer and the child being mistreated. It can be displayed in a variety of forms including emotional,

physical, racial, sexual, verbal, relational or cyber.

Utilizing a variety of measures, protocols, and procedures, St. James School attempts to address bullying both preventively as well as through immediate intervention. Consequences are determined by a number of factors including the developmental stage of the child, age of the students involved, number of offenses, conduct history, relative severity of the incident, verifiable confirmation of the alleged action, and the past history of the individual parties involved. Retaliation is discussed and is not an acceptable or tolerated response to the addressing of mistreatment.

Potential consequences of bullying include: documentation, apology with facilitated communication if possible, parent contact, written correction plans, in school and out of school suspension, removal from extra-curricular activities, counseling, exclusion from school areas, emergency removal for safety or investigative purposes, expulsion or permission to withdraw.

It is important to note that not all conflict is mistreatment, and learning to manage social conflict is an important part of schooling and a valuable life skill that St. James School seeks to impart.

Items from Home

ARTICLES PROHIBITED AT SCHOOL: 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.

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.

Students in grades 30 months through PK4 will have a St. James tote bag.

Students in grades Kindergarten through 2nd Grade should have a backpack. (No Rolling Backpack)

Backpack accessories will be at the discretion of the teacher.

Children 30 months - 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 for aftercare, 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.

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.

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.

Volunteers

When volunteers work with our children, it is important to follow the directions given by faculty and be respectful of students at all times. Should a question arise about a student, whether it is in regard to behavior or academic needs, volunteers should go directly to the teacher for guidance and do not attempt to address issues alone. Certain behaviors are not acceptable and must be avoided. These behaviors include but are not limited to taking students to the bathroom alone, using inappropriate language or having inappropriate materials in students' presence, and communicating directly with students outside of school. Under no circumstances should volunteers be under the influence of alcohol or drugs. Dress for volunteers should be professionally appropriate for the school activity. Parents or others who are frequent volunteers for school activities or have unsupervised access to our students are required to complete the Episcopal Diocese of the Central Gulf Coast Praesidium Academy module for volunteers referred to as "Safe Church/Safe Communities". This includes parents who serve as field trip

drivers. 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 teachers in advance.

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

School-Wide Closing

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

Safety is our primary concern, and we want to provide the safest environment for our students and staff. Your signed emergency medical release will assist the school in obtaining prompt medical attention for your child.

Accidents

Any accident/injury in the school building, on school property, at athletic practices or at any athletic event sponsored by the school must be reported to the person in charge immediately. Notification will be reported to the parent through an accident report form and or a call from the teacher or office. Students should not assume that someone in authority knows there was an accident or injury.

First Aid Training

The St. James Episcopal School staff will maintain current CPR and First Aid training.

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 or higher 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

If your child is to be given medication (prescription or nonprescription) at school, we must have written permission and written instructions on the appropriate form available in the office. All medications must be delivered to the office by the parent. Do not send medication with your student.

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.

Use of Surveillance Equipment

The school utilizes surveillance video cameras in its non-private areas to assist with student and employee safety and security 24 hours a day, year-round. Aside from bathrooms, the school retains the right to conduct video surveillance of any portion of the school's property.

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. Please review the uniform policy and **label** all uniforms and outerwear with your child's name.

Uniform Accountability

St. James School has a school-wide accountability policy regarding uniform enforcement. Unless a student has a note from his/her parent with an acceptable excuse for non-compliance to the uniform policy, parents will be required to bring missing articles to the school. Teachers will contact parents if a student is not following our uniform policies. Uniform infraction must be corrected within 3 days.

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.)

Personal Appearance Policy

Students are expected to arrive at school in uniform and properly groomed. It is the responsibility of each student and parent(s)/guardians to be certain that the student is correctly attired. All faculty are responsible for reporting violations as soon as they are observed.

- No torn or dirty clothes may be worn.
- Students that require shoes other than uniform shoes must submit a note to the teacher.
- Hats may not be worn on campus during the school day.

Uniform Guidelines

30 months - Kindergarten/Girls

- Jumper dress plaid #72 with St. J (logo)
- Navy knit shorts under jumper
- White tennis shoes. NO light up shoes.

First and Second Grade/Girls

- First grade girls may wear a plaid skort, short sleeve red polo or 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 may also be worn.
- Shoes - white tennis shoes or black and white saddle oxford Keds. No light up shoes.

All Girls

- Navy, red or white 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 tennis shoes 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 in Daphne.

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.

Hair

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.

Makeup and Nails

Students may not wear make-up. Students may not have artificial nails.

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. Earrings should be studs and not hang from the ears.

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)/Golf Tournament/ 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.

As school wide athletic opportunities become available parents will be notified.

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
admmisions@stjamesfairhope.org

Office Manager: Marcy Covington
office@stjamesfairhope.org

Communications: Leslie Guilian
media@stjamesfairhope.org

Teachers

Stacy Vail (30 months)
stacy@stjamesfairhope.org

Assistant: Emma Strength

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

Assistant: Kellie Graves

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

Assistant: Chrisy Sparks

Melissa Comer (4-year-olds)
mcomer@stjamesfairhope.org

Assistant: Tammy Bailey

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

Assistant: Mayelys Baldovino

Sarah Seitz (Kindergarten)
sarah@stjamesfairhope.org

Niamh Jones (First Grade)
njones@stjamesfairhope.org

Robyn Gray (Second Grade)
robyn@stjamesfairhope.org

Assistant K, 1st, 2nd: Kirsten Krebs

After school:

Kellie Graves - Director

Marilyn Arronate

Chloe Ayres

Annabelle Doshier

Virginia Guilian

Enrichment Teachers:

Art: Genie Porter

Spanish: Mayelys Baldovino

Music: Mary Katherine Kilgore

Godly Play: Anne McEniry

Religion: Natalie Smith

PE: Christie Baker

STEM: Marsha Chinal

Yoga: Yamini Amen

Counselor - Tracy Farrell

CHURCH STAFF

Rector: The Reverend De Freeman
rector@stjamesfairhope.org

School Chaplain/Associate Priest: Amanda Doshier
amanda@stjamesfairhope.org

Parish Administrator: Meghan Kasuba
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Office Manager: Mary Ellis
mary@stjamesfairhope.org

Director of Music Ministries: Mary Katherine Kilgore
choirdirector@stjamesfairhope.org

Organist: Joe Setzer

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

Director of Finance: Jim Ketchum
finance@stjamesfairhope.org

Communications: Leslie Guilian
media@stjamesfairhope.org

Housekeeping: Rose Collins
Sexton: Mike Costigan

St. James Episcopal School
2025-2026 School Year Calendar

Faculty In-Service/Orientation	August 6 - 8
Parent Information Night (Parents Only)	August 11
Meet the Teacher for Students	August 12
First Day of School (noon dismissal)	August 13
Labor Day Holiday	September 1
End of 1st Quarter	October 15
Fall Break	October 13 and 14
Thanksgiving Holiday	November 24 – 28
End of 2nd Quarter (noon dismissal)	December 19
Christmas/New Year's Holiday	December 22 – Jan. 5
Faculty Workday (student holiday)	January 5
Classes Resume (students return)	January 6
Martin Luther King Holiday	January 19
Mardi Gras Holiday	February 16 - 17
End of 3rd Quarter	March 13
Good Friday Holiday	April 3

Easter/Spring Break Holiday	April 6 - 10
Kindergarten Graduation/Last Day of School	May 21
Noon Dismissal	
Last Day for Teachers	May 22