



St. Michael's Episcopal Day School Parents Club Handbook 2026-2027

St. Michael's Episcopal Day School
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Dear St. Michael's Families,

Welcome to the 2026-2027 school year! On behalf of the Parents Club, we are so excited to embark on this new year alongside each of you.

As a St. Michael's parent, you are automatically a member of the Parents Club — every one of you matters. Our mission is simple: to create meaningful, enjoyable opportunities for families to connect and contribute to our school community. From school-wide events and programs to classroom field trips, celebrations, and special projects, your time and energy make a real difference for our students and school. Every hour is appreciated.

Leading the charge with me this year is our Parents Club Vice President, Magdalena Mustafa. Together with our wonderful team of program chairs and co-chairs, we are committed to making 2026-2027 a year to remember. We welcome your questions, ideas, and enthusiasm — please don't hesitate to reach out.

We encourage you to take a few moments to read through this handbook. It's packed with helpful information about Parents Club committees, upcoming events, volunteer opportunities, and general school resources to help you hit the ground running.

Here's to a wonderful year ahead!

Warm regards,
Birkley Stark
Parents Club President
pcpres@smeds.com

Important School Dates

September

1	First Day of School 8:00 am Coffee in the Quad 8:00 am Used Uniform Sale 7:45 am
4-7	Labor Day Weekend - No school
10	Parents Club Meeting 8:15 am
15	Pre-K Parent Night 7:00 pm
17	Back to School Night 7:00 pm Early Dismissal
22	Preschool Parent Night 7:00 pm
25	ECE Teacher Workday (No ECE School)

October

9	Inauguration
12	Faculty Workday (No School)
14	Admissions Inside Look 6:30pm
19-23	6 th Outdoor Education Trip
20-23	5 th Outdoor Education Trip
21-23	4 th Outdoor Education Trip
30	Fall Carnival

November

2	Faculty Workday (No School)
6	Parents Club Meeting 8:15 am
11	Veterans Day (No School)
16-20	ECE-8 th Parent Teacher Conferences
23-27	Thanksgiving Break

December

8-9	Grandparents Club Gift Wrap Event
8-10	Middle School Exams
11	Christmas Spirit Free Dress/Parties
15	School Spelling Bee
16	Christmas Program ECE 8:30 am
17	ECE Teacher Workday (No ECE School)
17	Christmas Program K-8 th 7:00 pm
18	Start of Christmas Break

January

4	Faculty Workday (No School)
5	Classes Resume after Christmas Break
8	Parents Club Meeting 8:15 am
11-15	7 th Outdoor Education Trip
12-15	8 th Outdoor Education Trip
18	MLK Holiday
20	Admissions Inside Look 6:30pm

February

5	ECE Applicant Visit Day (No ECE School)
15-19	Winter Break

March

6	Benefit Auction
17-19	3rd Field Trip
17-19	6 th Field Trip
23	6 th Shakespeare Festival 7:00 pm
24	7 th Shakespeare Festival 7:00 pm
25	8 th Shakespeare Festival 7:00 pm
26-April 2	Easter Break

April

5	Classes Resume after Easter Break
16	Grandparents & Special Friends Day
22-30	8 th Grade Big Trip
26-30	7 th Grade Spring Trip
30	ECE Mother's Day Tea

May

13	Final Parents Club Meeting 5:00 pm
14	Olympics
20	Early Dismissal; Open House 6:00 pm
21	Faculty Workday (No School)
27	8 th Grade Recognition Chapel at 8:10 am
31	Memorial Day

June

1	All School Awards Chapel at 8:10 am
1-4	Middle School Exams
2	1 st Grade Farewell Buddy Chapel at 8:10 am
2	Baccalaureate - Evening Time TBD
3	8 th Grade Farewell Chapel at 8:10 am
4	Last Day of School/Early Dismissal Pre-Kindergarten Graduation 8:30 am 8 th Grade Graduation 6:30 pm

General School Information

Birthday Blessings

Children receive a birthday blessing during morning chapel on or near their birthday. They are called to the front and have a special blessing said for them. ECE goes to chapel once a month, and all the ECE children with birthdays that month come to the front for a birthday blessing. The K-8 students have blessings on Monday, Tuesday, or Thursday from Mrs. Keffer. Children with summer birthdays will receive their blessing at the All School Awards Chapel in June.

The Birthday Blessing

*Watch over this child, O Lord, as his days increase
Bless and guide him wherever he may be,
Keeping him unspoiled from the world, Strengthen him when he stands.
Comfort him when discouraged or sorrowful. Raise him up if he falls.
And in his heart, may your peace, which passes all understanding,
Abide all the days of his life,
Through Jesus Christ our Lord, Amen*

Parent Participation Hours

Families are required to do volunteer hours as part of their enrollment contract. A family with only students in ECE should do a minimum of 12 volunteer hours, while families with a student in kindergarten through eighth grade should do a minimum of 24 volunteer hours for the school year. Hours can be logged by visiting the participation hours page of the website.

Parents who drive on field trips need to be fingerprinted before driving and turn a copy of the volunteer driver form (which can be downloaded from the school website), current proof of insurance, and valid driver's license into the front office. **If you have been fingerprinted for St. Michael's previously, you do not need to be fingerprinted again.** It does not count if you have been fingerprinted for work or another volunteer organization - it must have been specifically for St. Michael's. You may get the fingerprinting form in the front office or from the school website form page. If you cannot remember if you have been fingerprinted, please contact the front office.

K-8 Back-to-School Night

Thursday, September 17, 2026 at 7:00 pm

Back-to-School Night for kindergarten through eighth grade will be on Thursday, September 17, 2026. The evening will kick off with a welcome message by Mrs. Olivia Keffer, Head of School. Teachers will talk about the curriculum, daily schedule, etc. This event is for adults only.

Uniforms

This year the used uniform sale will be held in front of the school on the first day of school, so be sure to stock up. You can also contact the Used Uniform Exchange Co-Chairs, Sandra Kordazakis and Mandy Whittaker or the front office throughout the year if your supply runs low. The uniform exchange is a great way to get a deal on a gently-used uniform. Remember to reference the uniform guidelines in your Parent Handbook for all the uniform guidelines. **New uniforms must be purchased from the school's uniform company**, by Tommy Hilfiger at <https://www.globalschoolwear.com/> (our school code is STMI13).

ECE Christmas Program

Wednesday, December 16, 2026 at 8:30 am

The ECE Christmas Program will be held on December 16, 2026 at 8:30 am in the chapel followed by light refreshments.

K-8 Christmas Program

Thursday, December 17, 2026 at 7:00 pm

Come and fill your hearts with the sounds of our children's voices, as they perform in our annual Christmas program. This is a dress up event for the children. The dress code requires a jacket or sweater and tie or appropriate dress or blouse with a skirt or dress pants. From the ringing of the bells to the beautiful voices, this special night is a wonderful way to celebrate the season with the school community.

Open House

Thursday, May 20, 2027 at 6:00 pm

Our teachers and students work very hard throughout the year as evidenced by the pride you will see in your children on this special night. Be sure to have your child show you the iMAST Building, Library, Math Lab and Art Room in addition to the homeroom classes. Refreshments will be served in the courtyard at the end of the evening.

Pre-K Graduation

Thursday, June 4, 2027 at 8:30 am

The Pre-K Graduation Ceremony for the students going on to kindergarten next year will be held on campus with brief refreshments afterwards.

8th Grade Graduation

Friday, June 4, 2027 Graduation at 6:30 pm

We recognize and honor our graduating eighth graders. This event is for the graduates and their families.

Faculty Gifts

Often during the Christmas holiday season and at the end of the school year, your Room Parent may offer to collect donations towards a class gift for the teacher. Watch for emails from your child's Room Parent as the holidays approach. This is OPTIONAL and is done as a courtesy to families. Please contact your Room Parent(s) with questions!

The Annual SMEDS Fund Drive

September 18 - October 2, 2026

In the Fall, the Annual Giving Campaign is an appeal to our school community of families, trustees, grandparents, faculty, alumni, friends, and foundations for support of **the Annual Fund, also known as the SMEDS Fund**. The SMEDS Fund is an important component of our fundraising efforts, as it bridges the fiscal gap between the operating costs and the tuition revenue to educate our students. By making a **tax-deductible donation** to our SMEDS Fund, you help provide St. Michael's Episcopal Day School with the resources to advance the school mission and to maintain excellent educational programing, while securing our fiscal future and making education accessible to more students (current and future) in the community. Every year, our goal is **100% Family Participation!** No matter the size, your gift makes an impact on each student every day. Thank you for your continued generous support of the mission and vision of our school! For more information about the SMEDS Fund, please visit the SMEDS Fund page of the school website.

Parents Club Information

Parents Club Meeting Dates

Please join us on the following dates after drop-off for meetings to help plan events and provide feedback on how the year is going. We welcome your ideas, suggestions and company!

- Thursday, September 10, 2026 at 8:15 am
- Friday, November 6, 2026 at 8:15 am
- Friday, January 8, 2027 at 8:15 am
- Wednesday, May 13, 2027 at 5pm (Garden Happy Hour)

St. Michael's Parents Club Objective

The St. Michael's Parents Club is the primary fundraising organization of the school. The Parents Club's purpose is to foster good fellowship among students and families of St. Michael's Day School and to raise funds for the general benefit of the students, faculty, and school.

Getting Involved

Your involvement in your child's life, including school, is one of the most important factors in raising a happy, healthy child. The Board of Trustees instituted the Parent Participation Program to promote involvement in the life of the school and to educate parents to the many benefits of becoming active participants. For the 2026-2027 school year, each family in grades kindergarten through eighth grade is required to give a **minimum of 24 hours of service (12 hours for families with students only in the Early Childhood Program)**. This commitment is from July 1, 2026 to June 30, 2027. We encourage you to devote part of your parent participation hours to the Parents Club Benefit Auction – suggestion is 6 hours for kindergarten through eighth grade parents and 3 hours for parents in the Early Childhood program. Each family is responsible for logging their own hours by clicking a link on the Parents Club page of the school website.

Fall Carnival

Friday, October 30, 2026

This spooktacular evening of games, prizes, and food is a St. Michael's favorite. Children and parents are encouraged to dress in costume as they go from game to game, earning fun prizes. This is a great family event and a perfect way to earn your hours and meet new families.

Chair: Jeanne Baker

St. Michael's Benefit Auction

Saturday, March 6, 2027

Please Save the Date!

This year's Benefit Auction will include Silent and Live Auction bidding, great food and drink, and dancing. It is always an exciting and fun evening! Please come and be a part of this fantastic fundraising event. There are lots of opportunities to participate in the auction, and it is also a great way to earn those fundraising hours.

Chair: Kristine Kelley

Father/Daughter Event

TBD

This tradition is a special event for fathers and their daughters. This year we are shaking things up with a special night of father daughter fun.

Chairs: Maggie David, Bianca Jonsson, and Amanda McCray

Mother/Son Event

TBD

This annual event gets moms and sons moving! Lace up your tennis shoes and wear comfortable clothes so you don't miss out on any of the music, games, and food.

Chairs: Courtney Chase and Magdalena Terry

Grandparents & Special Friends Day

Friday, April 16, 2027

This is always a wonderful event for the Parents Club, and it has been a great success each year! With parent permission, each grandparent or special person is mailed an invitation to this heartwarming day. Help our committee by getting the word out early to your family. This day begins with coffee for grandparents in our cafeteria before attending a special chapel. The children then take their grandparents to their classroom where each teacher has prepared a special tribute or highlight of their student's year at St. Michaels. We are proud to have an active Grandparents Club at St. Michaels!

Chair: Mari Turpen

Gently Used Uniform Exchange

Tuesday, September 1, 2026 7:45 am - 9:00 am

Save those well-kept outgrown uniforms and drop them off in the front office! Our chairs will gladly collect and resell them throughout the year. Our official sale of the year will be on Tuesday, September 1 in front of the school after drop-off and chapel. You can always contact the chairs throughout the year if you need a skirt, shirt or pair of shorts!

Chairs: Sandra Kordazakis and Mandy Whittaker

Lunchroom

Jill Aills and School House Catering provides the St. Michael's Episcopal Day School lunch program. You can order lunches for your child by visiting www.schoolhousecatering.info. We need three parents each school day to volunteer in the lunchroom, and our lunchroom coordinators are looking for parents who would like to be involved.

Chairs: Angela Klier and Erin Wilgus

Faculty Appreciation

The St. Michael's faculty is at the cornerstone of our exceptional academic program. To thank them for their time, energy, and caring, the faculty appreciation committee provides monthly treats and birthday wishes. This committee also works with the eighth grade class to host a holiday luncheon and a spring luncheon both dates to be determined for the faculty.

Chairs: Chelsea Leiber and Kristy Prince

Garden

The garden, a partnership between the Parents Club, Grandparents Club, and the faculty, is both a school beautification project and a teaching tool. The students are aided by wonderful Garden Room Parents. Another great volunteer opportunity is the garden workdays, where all St. Michael's families are encouraged to work together to help.

Chair: Lindsay Murray

2026-2027 St. Michael's Parents Club Board & Activity Chair/Co-Chair List

President	Birkley Stark	birkley.kuykendall@gmail.com
Vice President	Magdalena Terry	magdalenamustafaK@gmail.com
Faculty Appreciation	Chelsea Leiber Kristy Prince	chelcey.houston@gmail.com kristy.r.garza@gmail.com
Used Uniform Exchange	Mandy Whittaker Sandra Kordazakis	mandyleeboatright@gmail.com skordazakis@gmail.com
Lunchroom	Angela Klier Erin Wilgus	angela.pane@gmail.com ewilgus2330@gmail.com
Fall Carnival	Jeanne Baker	jeannespaichbaker@gmail.com
Grandparents Club	Heather Khan	heatherkkhan@gmail.com
Grandparents & Special Friends Day	Mari Turpen	marisolturpen@gmail.com
Benefit Auction	Kristine Kelley	k_jensen6@hotmail.com
Mother/Son Event	Courtney Chase Magdalena Terry	courtneybroms@gmail.com magdalenamustafaK@gmail.com
Father/Daughter Event	Bianca Jonsson Maggie David Amanda McCray	bjon2817@gmail.com mbourdaniotis@gmail.com amandacmccray@gmail.com
Garden	Lindsay Murray	lindseyantonelli11@gmail.com