

**ST. JAMES**  
EPISCOPAL DAY SCHOOL



**Welcome Guide**

**for New Families**

**St. James Episcopal Day School**

**2022-2023**



Dear St. James family,

Welcome to St. James Episcopal Day School, or for those of you with younger siblings joining us, we welcome you, again! We are so glad you have chosen to enroll your child in our incredible school and join the St. James community. While the 2022-2023 academic year is many months away, we are already busy planning for a great school year. We are excited to bring back summer camps in June after a multi-year hiatus and to continue to grow and expand our community offerings.

In the enclosed packet you will find information to help you get oriented and ready for the next school year. The packet includes the 2022-2023 Academic Calendar and a few important dates (a more detailed social events calendar will be released before the start of the year), a contact list for the administration, Back to School information, uniform guidelines, parent communication protocols, and volunteer opportunities.

If you have any questions or would like additional information, please don't hesitate to contact us. We are looking forward to partnering with you to make this a successful process - we are all thrilled you are here.

Sincerely,

*St. James Episcopal Day School faculty and staff*

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## 1. The Basics

Mission Statement:

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

### Address

445 Convention Street

Baton Rouge, LA 70802

**Office Number:** (225) 344-0805

**Fax Number:** (225) 343-4873

Please use the following Administration Contact Information for any questions over the summer. The school office is open Monday - Thursday from 9:00 - 1:00 daily.

### Head of School

Bridget Henderson

(225) 344-0805 (ext. 2240)

[bhenderson@stjameseds.org](mailto:bhenderson@stjameseds.org)

### Director of Communications and Marketing

Jennifer Whittington

(225) 344-0805 (ext. 2246)

[jwhittington@stjameseds.org](mailto:jwhittington@stjameseds.org)

### Director of the Nest (the early childhood center)

Janine Borne

(225)344-0805

[jborne@stjameseds.org](mailto:jborne@stjameseds.org)

### Director of Finance

Amy Jackson

(225) 344-0805 (ext. 2236)

[ajackson@stjameseds.org](mailto:ajackson@stjameseds.org)

### Executive Assistant to the Head of School

Angie Rabalais

(225)344-0805 (ext. 2235)

[arabalais@stjameseds.org](mailto:arabalais@stjameseds.org)

### School Nurse

Holland Nader

(225)344-0805 (ext. 2234)

[hnader@stjameseds.org](mailto:hnader@stjameseds.org)

### Director of Admissions & Enrollment

Elena McPeak

(225) 344-0805 (ext. 2253)

[emcpeak@stjameseds.org](mailto:emcpeak@stjameseds.org)

### Rector

Chris Duncan

(225)387-5141 (ext. 1226)

[cduncan@stjamesbr.org](mailto:cduncan@stjamesbr.org)

### Senior Associate Rector

Drew Harmon

(225)287-5141 (ext. 1225)

[dharmon@stjamesbr.org](mailto:dharmon@stjamesbr.org)

## 2. Back to School

- **Popsicle Playdates** for new St. James students ages 18 months through PreK-4 will take place on later afternoon on Thursday, July 21st. Invitation to follow with more details.
- **Class Placements** - You will be notified of your child's teacher and receive a class list during the last week of July. Be on the lookout before the start of school for a special piece of mail from your child's teacher.
- **Meet the Teacher** for all students (Pelican's Nest through 5th grade) will take place on Friday, August 5th. Pelican's Nest students will receive a time slot between 8:00-2:30 for you and your child to visit the teacher in the classroom. Day school students will select times between 8:30 - 12:00.
- **Staggered Start** - Students in the Pelican's Nest, PreK-3, and PreK-4 will have a 2-day staggered start **August 8th and 9th** (Your child will either attend full day on Monday or Tuesday). All students will attend class together for a full day on Wednesday, August 10, 2022. Your staggered start groups will be sent in July, and siblings will be given the same staggered days. Students in Kindergarten and up will start with a full day on Monday, August 8th.
- **Boo Hoo/Yahoo Breakfast** Join us on Wednesday, August 10th after Morning Carpool for a cup of coffee and fellowship in Coleman Hall while we say "boo hoo" and/or "yahoo" about the end of summer and the start of school!
- **Back to School Night** for Day School parents with students in PreK-3 through 5th is **Thursday evening, August 11th**.

## 3. Uniforms and Supplies

Uniforms are required for all students. All regulation uniforms and St. James-specific items for 18 months through 5th grade should be purchased at **Inka's Uniforms** or **School Time Uniforms**. Only Inka's sells the Pelican Nest gingham shorts, pants, bubbles, and dresses. Both School Time and Inka's carry all other items including elastic waistband pants and shorts in toddler and youth sizes for our younger students. Other basics such as leggings, shorts, socks, tights, and bloomers may be purchased elsewhere provided that they fit the criteria outlined in the uniform guide.

If purchasing Blackwatch plaid jumpers or plain navy sweatshirts, ask for a SJ crest to be added (no additional charge). Old jumpers may also be brought in to have the crest added.

Each student will receive a grade-level specific St. James spirit shirt. Additional spirit shirts can be purchased from Inkas.

### Discount Uniform Purchase Days

Inka's Uniforms and School time will host discount days mid summer for St. James families. Additional info

Our Pelican's Parent Organization (PPO) will host a Used Uniform Sale on campus over the summer. Date TBD with additional information to follow.

## BOYS

Choose any of the items checked for your child's grade level below.

	White or Navy jersey knit t-shirt with SJ crest	White or Green polo with SJ crest	Gingham elastic waistband shorts or pants (Blue)	Elastic waistband shorts or pants (Solid Navy)	Blackwatch plaid jon jon	Pima cotton collared shirt (White)	Flat front shorts or pants (Solid Navy)	Belt (Navy, Black, or Brown preferred)
18-36 month	✓	✓	✓	✓	✓	✓		
PreK3		✓	✓	✓			✓	
PreK-4 & K		✓		✓			✓	✓
1-5		✓					✓	✓

### Boys Accessories:

Socks - Solid navy or white

Shoes - Closed-toed and closed-heeled comfortable shoes. No shoes that tie for the Nest through PreK-4.  
No boots.

### Outerwear:

Students may wear solid navy or white cardigans, St. James fleeces or St. James sweatshirts.

Rainy and Cold Weather Days - On days when it is raining or the temperature dips below 40 degrees, students may wear the following:

Outdoor only - raincoat, rain boots, any colored overcoat, St. James plaid cape (girls)

Boys - solid navy sweatpants; white long sleeve t-shirt or turtleneck under uniform

## GIRLS

Choose any of the items checked for your child's grade level below. Pelican's Nest Note - Skorts are for PreK3 and older. Bloomers may be worn on t-shirt days.

	Gingham dress (Blue or Green)	Ging. bubble (Blue or Green)	Blackwatch plaid button-front dress	Plaid jumper with SJ crest	Plaid skort	Peter Pan collared shirt (pima or blouse)	White polo with SJ crest	Gingham bloomers (Blue or Green)	Blackwatch plaid bloomers & shorts
18-36 month	✓	✓				✓		✓	✓
PreK3	✓		✓	✓	✓	✓	✓	✓	✓
PreK4 & K			✓	✓	✓	✓	✓		✓
1-5				✓	✓	✓	✓		

### Girls Accessories:

Socks - Solid navy or white

Shoes - Closed-toed and closed-heeled comfortable shoes. No shoes that tie for the Nest through PreK-4. No boots.

Bloomers - Bloomers or Monkey Bar Buddies (or similar) must be worn under dresses and jumpers

Monograms - COLLAR ONLY; No monograms allowed on the body of the uniform.

### Outerwear:

Students may wear solid navy or white cardigans, St. James fleeces or St. James sweatshirts.

Rainy and Cold Weather Days - On days when it is raining or the temperature dips below 40 degrees, students may wear the following:

Outdoor only - raincoat, rain boots, any colored overcoat, St. James plaid cape (girls)

Girls - solid navy, grey, black, or white tights or leggings under uniform bottoms; white long sleeve t-shirt or turtleneck under uniform

**Bookbags:**

A Blackwatch plaid or navy bookbag is provided for children in the Pelican's Nest through Kindergarten. This bag will go home daily, and students will use it each year through Kindergarten.

You can add your child's name or monogram by embroidery or heatpress in white print above the St. James crest. 1st through 5th graders should bring their own backpacks. No rolling backpacks allowed.

**School Supplies**

The school purchases all basic classroom supplies. Students should bring water bottles daily with their names clearly labeled on the outside.

**Nap Mat Covers & Blankets**

Pelican's Nest students should bring a nap mat cover (available at School Time) or crib sheet and a blanket for nap time cots and mats provided in classrooms. PreK-3 and PreK-4 students should bring a rolled nap mat for rest time.

**4. Daily Schedule & Carpool**

The school day for all grade levels begins at 8:10 a.m. and ends at 3:05 p.m.

Morning drop off: Early carpool drop-off begins at 7:30am for families with work obligations across, with traditional drop off from 7:45-8:10. The Nest through PreK-3 (and their siblings) drop-off on 5th street by the Nest entrance. Students in PreK-4 through 5th grade (without siblings in the Nest) drop-off on Convention Street in front of the school's main entrance.

After 8:15 a.m., parents MUST accompany children to the front office to check them in.

Afternoon Pick Up: Dismissal is at 3:05 p.m. with afternoon carpool from 3:05 -3:20. Students in the Nest through PreK-3 students and their older siblings will pick up on 5th street. Students in PreK-4 through 5th grade will pick up on Convention. Each family will receive a carpool tag at Meet the Teacher to be used to identify each family during afternoon pick-up. These tags must be displayed as you enter the pick-up line and remain visible until your child is safely loaded. Additional carpool details will be provided at the start of school.

Any children still waiting for carpool at 3:20 p.m. will be taken to Extended Care and the extended care fee applied to student billing.

St. James offers an Extended Care program from 3:05 p.m. until 5:30 p.m. You can register your child for Extended Care through the school website.

**Campus Security**

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



## **5. Communication**

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

**Email:** Occasional communication from the Head of School, other members of the administration, or your child's teacher may be sent via email.

### ***The Scoop:***

A weekly newsletter sent via e-mail on Sundays to all families. The Scoop is the primary means of communicating important information parents need to know for the coming week. All new parents should be receiving the Scoop at this time. Email Jennifer Whittington at [jwhittington@stjameseds.org](mailto:jwhittington@stjameseds.org) if you would like your email address added or want a grandparent or other friend of the family to receive our school news.

### ***St. James Website:***

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

### ***Himama:***

Pelican's Nest parents receive daily reports after check out with a summary of information from the day on the Himama app as well as occasional updates from the director.

### ***Seesaw:***

Lower Elementry grade parents will receive regular updates via the Seesaw app.

### ***Parent Alert:***

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

### ***Social Media:***

Be sure to like us on Facebook (St. James Episcopal Day School) and follow us on Instagram ([stjames\\_episcopaldayschool](https://www.instagram.com/stjames_episcopaldayschool)) for additional updates, fun photos, stories and school news every week!

## **6. Parent Involvement**

### ***Church Services***

Our Episcopal Identity is central in the lives of the children of St. James. Church services are geared to engage the children through scripture, liturgy and prayer. The Prek-3 classes begin to attend Friday Eucharist with the entire St. James Community. Pelican's Nest students have occasional visits to their classroom for music and other worship activities geared toward their age and development.

**Monday Chapel** - Kindergarten through 5th grade students gather for Morning Prayer every Monday at 8:15am.

**Friday Eucharist** - On Friday mornings, PreK-3 – 5th grade students gather to celebrate the Eucharist. All children are welcome to receive communion if their parents desire. At the beginning of the year, you will be given the opportunity to indicate how you would like your child to receive the Eucharist or blessing. Each Friday one grade will be the choir. Mrs. Hannie, our music teacher, works with them in music class to prepare a song to sing during the service. Parents will be notified when their child's grade is scheduled to sing.

Parents are always invited to attend the Monday and Friday services. They begin at approximately 8:15 a.m. and last about 30-45 minutes, with some services going longer to accommodate announcements and awards. All who attend church should enter through the main church doors on Fourth Street. These will open at 8:00.

### ***Volunteer Opportunities***

Parents can participate in the school in many different ways. Parents serve as Room Representatives, Parent Ambassadors, Clerical Helpers, and serve on committees throughout the year for various events, including the St. James Carnival, Used Uniform Sale, St. James Soirée, Gingerbread Day, Grandparents' Day, and Easter Parties. Contact Jennifer Whittington at [jwhittington@stjameseds.org](mailto:jwhittington@stjameseds.org) if you would like to volunteer, or stay tuned for more specific information from your child's teacher and the Scoop.

### ***Pelican Pride Fund***

The St. James Pelican Pride Fund is a giving avenue for all parents, family, and faculty to directly impact the future of every St. James student and support our school's mission. Gifts to our Annual Fund support academic enhancements, professional development opportunities for faculty, state-of-the-art technology, facility upgrades, and more, helping bridge the gap between tuition and the actual costs of educating a child at St. James. Stay tuned for more information this fall on how a gift to the Annual Fund of any size can support our school and provide an extraordinary education for young children.

**The ABCs of St. James Episcopal Day School** - Learn these ABCs to get up to speed on some of the locations, traditions, and events we look forward to every year!

**A - Atkinson Hall** - Atkinson Hall houses our Kindergarten through 2nd grade, STEM and Music classrooms, the Library and the Cafeteria. Werlein Hall, our other main academic building, is home to the front office, Christian Education, Spanish, Broadcast, PreK-3 and PreK-4, and 3rd through 5th grades.

**B - Bishop's Hall** - Also known as the gym, Bishop's is located at the corner of Fourth Street and Florida Blvd. This large and beautiful building used to be a bank!

**C - Carnival** - One of our favorite St. James traditions, this event happens every year and always has a fun theme.

**D - Donut & T-Shirt Tuesdays** - On the first Tuesday of every month, we look forward to 5th grade donut sales and a T-Shirt Tuesday where students can wear their favorite St. James t-shirts.

**E - Easter Parties** - We celebrate this joyful holiday every year with egg hunts at the Old State Capitol (PreK-4 through 4th), an Easter Bonnet parade (Nest through PreK-3), and a trip to Tunica Hills for our 5th graders.

**F - Food Pantry** - The Day School supports our church family's Food Pantry through donations of nonperishable food items once a semester. Upper elementary students also help with organization and distribution of food pantry items to our community as well as We Care Bags in support of the St. James Episcopal Church homeless ministry.

**G - Gingerbread Day** - On the last day of school before the Christmas Holidays, we celebrate by making Gingerbread houses!

**H - Healthy** - St. James is committed to helping parents raise healthy and happy children. Students get moving several times each week in PE, eat fresh and balanced meals provided by our chef, and are taken care of when needed by a school nurse. Our guidance counselor also supports students and parents through Guidance classes as well as small group and individual meetings.

**I - Inclusivity** - Part of our Episcopal Identity, we value inclusivity and diversity within our community. We welcome all individuals and seek to help them know they are loved by us and by God.

**J - Joy** can be seen on the faces of every person on campus. Beginning in PreK-3, our students are taught to approach each day joyfully by saying the Children's Creed, which ends with: "I believe that I can be, kind and loving, Lord like Thee."

**K - Kilgore Hall** - Located at the corner of 5th Street and Florida Boulevard, Killgore is home to the Pelican's Nest and our Early Childhood Development Center.

**L - Large Playground** - Located at the heart of the school between Werlein, Atkinson, and Killgore Halls, children play here throughout the day and special events are often centered on this space.

**M - Mission-Centered** - We take pride in centering the life of our school on our mission:

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

**N - the Nest** - Pelican's Nest, our program for children ages 18 through 36 months, helps our youngest pelicans learn to take flight socially, emotionally, and cognitively.

**O - Opportunities to Get Involved-** There are so many opportunities to get involved at St. James! Join the Pelican Parent Organization and volunteer, join us for a church service, or just come to one of our fun school events!

**P - Pelican Pride Fund** - The giving avenue that impacts the future of every St. James student and supports our school's mission. Gifts to the Pelican Pride Fund support academic enhancements, professional development opportunities for faculty, state-of-the-art technology, facility upgrades, tuition assistance, and more.

**Q - Questions** - No question is off-limits for new parents. The St. James faculty and staff are here to help you and your child every step of the way and look forward to getting to know your family.

**R - Responsive Classroom** - Creating safe, joyful and engaging classrooms with an emphasis on academic, social and emotional skills in exactly what we aim to do with our responsive classroom curriculum!

**S - Soirée** - Our annual St. James fundraiser and silent auction for the Day School community. We're grateful for this event that supports the school financially and also helps our parents get to know one other.

**T - Teachers** - St. James teachers are knowledgeable, experienced, and well-versed in best practices. Our teachers LOVE our students and are committed to ensuring that each child meets his or her potential in all areas.

**U - Uniforms** - Make sure your child has plenty of navy and green before August by checking out our Uniform Guide.

**V - Volunteer Opportunities** - We are grateful for parents and grandparents who volunteer for various events and school projects throughout the year. Make sure you read our weekly Scoop newsletter for the latest details and sign-up opportunities.

**W - Whole Child** - We stand apart from other schools because our focus is on developing the whole child socially, emotionally, physically, spiritually, and artistically.

**X - eXcellence** - St. James is a two-time National Blue Ribbon School of Excellence Award Winner and an Apple Distinguished School!

**Y - Yearbook** - It's easy to lose track of time flipping through this record of all of the incredible people and accomplishments on campus each school year. Be on the lookout for its release each fall and for the annual Yearbook Signing Party for recent alums!

**Z - Zealous** - The best word we think of for Z... and to describe how we feel every August about returning to our award-winning and amazing 18 months through fifth-grade school!