

ST. JAMES
EPISCOPAL DAY SCHOOL



Welcome Guide
for
PreK-4 through 5th Grade
2020-2021



June 28, 2020

Dear Parents of New Students,

I hope all is well with you and your children this summer. As you prepare your child to enter a new school, our faculty and staff are hard at work preparing for a safe reopening of St. James Day School. I hope you received the June 25th email from Bridget Henderson about our reopening plans. As discussed in her email, our priorities are to (1) to maintain the number of our current instructional days; and (2) to minimize the number of days our entire campus would engage in Distance Learning.

With these goals in mind, we have modified our calendar to start two days early on August 5th and to include Make-up Days, which may be used to offset disruptions because of COVID-19. Additionally, in the event of an extended building closure for the Day School, the Early Childhood Development Center will reopen after a 14-day quarantine period.

We are reviewing guidelines from our state and local governments in addition to the CDC and the AAP, and we have a COVID Task Force assembled to help shape our plans moving forward. While the landscape may look a little different in the fall, we are confident we will still provide the same excellent education for children in a warm and nurturing environment.

In the enclosed packet you will find information to help you start orienting. I've included a contact list for the administration, Back to School information, uniform guides, parent communication protocols, and volunteer opportunities. You will receive information more specific to your child's class in July. We look forward to seeing your child for the First Day of School, which is a half day (11:40am dismissal) on **Wednesday, August 5th**. I also hope you will join us for a **Virtual Back to School Breakfast** with other St. James families on **Saturday, August 8th (PreK-4)** or **August 15th (K-1st)**. More information on the times and details for these events are in the enclosed packet.

Please don't hesitate to contact me at 225-344-0805 x2253 or jspaht@stjameseds.org if you have any additional questions. I'm looking forward to partnering with you to make this a successful transition for your family. On behalf of the teachers, staff, and other families in our community, we are all thrilled you are here.

Sincerely,

Julia Spaht
Director of Admissions

1. The Basics

School 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 within a warm, loving Christian community.

Administrative Contact Information

Address

445 Convention Street
Baton Rouge, LA 70802

Office Number: (225) 344-0805

Fax Number: (225) 343-4873

Rector

Chris Duncan
(225)387-5141 (ext. 1226)
cduncan@stjameseds.org

Head of School

Bridget Henderson
(225) 344-0805 (ext. 2240)
bhenderson@stjameseds.org

Assistant Head of School

Donna Lamonte
(225) 344-0805 (ext. 2237)
dlamonte@stjameseds.org

Director of Early Childhood Development Center

Janine Borne (ext.2207)
(225)344-0805
jborne@stjameseds.org

Director of Accounting

Amy Jackson
(225) 344-0805 (ext. 2236)
ajackson@stjameseds.org

Director of Admissions

Julia Spaht
(225) 344-0805 (ext. 2253)
jspaht@stjameseds.org

Director of Development

Jennifer Whittington
(225) 344-0805 (ext. 2246)
jwhittington@stjameseds.org

Executive Assistant

Emily Cupit
(225)344-0805 (ext. 2235)
ecupit@stjameseds.org

2. Back to School

Please note - In the era of COVID-19, we have adapted our normal Back to School procedures and replaced some of our events with virtual ones to ensure the safety and well-being of our community. More information and safety protocols will be communicated to the whole school.

- **Class Placements** - You will be notified of your child's teacher and receive a class list during the last week in July. Also be on the lookout for a special piece of mail from your child's teacher.
- **Virtual Back-to-School Meetings** will be held for parents in each classroom during the week before school starts. You will receive more information from your child's teacher in late July.
- **Calendar** - The First Day of School will be a half day (11:40am dismissal) on Wednesday, August 5th. Revisions to the 2020-2021 Academic Calendar are still being made according to COVID-19 reopening plans, and an updated calendar will be sent to all new and returning parents as soon as possible.

3. Uniforms and Supplies

Uniforms are required for all students. All regulation uniforms and St. James-specific items should be purchased at **Inka's Uniforms on Sherwood Forest Court** or **School Time on Jefferson Highway**. Inka's and School Time also sell 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. See uniform guide below for details. Information on 5th Grade Dress Uniforms will be sent separately.

COVID-19 Uniform Notes

Please dress PreK-4 students in shoes that do not tie and elastic waistband shorts/pants. This helps our children be independent and helps with social distancing between teachers and students.

Students in grades 3-5 may be required to wear cloth face masks depending on state, local, and CDC guidelines. Masks in our uniform black watch plaid are for sale at Inka's and School Time, though students may wear their face masks of any style. Disposable masks will also be available in the classrooms for student use.

School Supplies

The school purchases all classroom supplies with the supply fee paid at the time of enrollment. The parents of each new student in PreK-4 and K will receive a St. James book bag on the First Day of School. This bag will go home daily, and students will use it each year through Kindergarten.

St. James Day School Uniform Guide



GIRLS

Choose any of the items checked for your child's grade level below. For safety and to promote class communities, please wear the items checked for your grade level ONLY.

	Blackwatch Plaid Button-Front Dress	Blackwatch Plaid Jumper with SJ logo	Blackwatch Plaid Skort	Blackwatch Plaid Shorts	Blouse (white with navy piped Peter Pan collar)	Shirt (Jersey knit white with SJ logo)	Bloomers (Blackwatch plaid, white, or navy)
PreK-4 and K	✓	✓	✓	✓	✓	✓	✓
1st - 5th Grade		✓	✓	✓	✓	✓	✓

Accessories:

Socks - Navy, white or grey
 Tights/Leggings - white, navy, black, grey
 Outerwear - Navy or white cardigan, St. James sweatshirt, St. James fleece, navy or blackwatch plaid cape
 Shoes - Closed-toed and closed-heeled comfortable shoes.
 Bookbag - Blackwatch plaid, provided by School for PreK-4 and K

BOYS

Choose any of the items checked for your child's grade level below. For safety and to promote class communities, please wear the items checked for your grade level ONLY.

	Short Sleeved White or Green Jersey Knit Polo with SJ logo	Long Sleeved White or Green Jersey Knit Polo with SJ logo	Elastic Waistband Shorts (Solid Navy)	Elastic Waistband Pants (Solid Navy)	Flat Front (Solid Navy)	Flat Front Pants (Solid Navy)	Belt (Navy, Black, or Brown)
PreK4 and K	✓	✓	✓	✓	✓	✓	
1st-5th Grade	✓	✓			✓	✓	✓

Accessories:

Socks - Navy, white or grey
 Outerwear - Navy or white cardigan, St. James sweatshirt, St. James fleece, navy or blackwatch plaid cape
 Shoes - Closed-toed and closed-heeled comfortable shoes.
 Bookbag - Blackwatch plaid, provided by School for PreK-4 and K

4. Daily Schedule

The school day begins at 8:10 a.m. and ends at 3:05 p.m. Revised carpool procedures will be sent to the whole school in July.

Early morning drop-off is available at 7:30 for parents who need it. St. James also offers Extended Care from 3:05 p.m. until 5:30 p.m for an additional fee. Extended care registration instructions will be sent out in mid-July.

5. Parent Communication

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

Email & Mail: Occasional communications from the Head of School, other members of the administration, or your child's teacher may be sent via email. You also may occasionally receive USPS mail as well, so please check ParentsWeb account to make sure all addresses are current. Email Julia Spaht for help at jspaht@stjameseds.org.

The Scoop:

Our weekly email newsletter "the Scoop" is the primary means of communicating information that parents need to know for the coming week. All new parents should be receiving the Scoop on Sundays at this time. In the summer, the Scoop is sent every other week. Email Julia Spaht at

jspaht@stjameseds.org if you would like your email address updated 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, 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.

Social Media:

Be sure to like us on Facebook (St. James Episcopal Day School) and follow us on Instagram (stjames_episcopaldayschool)!

6. Parental Involvement

- **VOLUNTEER OPPORTUNITIES** - Parents can participate in the school in many different ways. Parents serve as Room Representatives, Parent Ambassadors, and on committees throughout the year for various events, including the St. James Carnival. Contact Jennifer Whittington at jwhittington@stjameseds.org if you would like to volunteer.
- **ANNUAL FUND** - The St. James Annual 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. Contact Jennifer Whittington at jwhittington@stjameseds.org to volunteer or get involved.
- **CHURCH SERVICES** - We look forward to welcoming parents to our weekly Chapel services once it is safe to resume them. Please stay tuned for more details.

2020-2021 Revised Academic Calendar with COVID-19 Contingencies



Friday, July 31, 2020	New Faculty Orientation
Monday, August 3, 2020	Faculty In-Service
Tuesday, August 4, 2020	Faculty In-Service
Wednesday, August 5, 2020	First Day of School (11:40am Dismissal); Meet the Teacher for First Year - PreK3
Monday, September 7, 2020	Labor Day Holiday
Monday, September 28, 2020— Thursday, October 8, 2020	Virtual Parent-Teacher Conference Weeks
Friday, October 9, 2020	Fall Holiday
Monday, November 23, 2020— Wednesday, November 25, 2020	Make-up Days (TBD)*
Thursday, November 27, 2020 — Friday, November 28, 2020	Thanksgiving Holidays
Friday, December 18, 2020	Early Dismissal (11:40 am)
Monday, December 21, 2020— Tuesday, December 22, 2020	Make-up Days (TBD)*
Wednesday, December 23, 2020 - Friday, January 1, 2021	Christmas Holidays
Monday, January 4, 2021	First Day of Second Semester
Monday, January 18, 2021	Martin Luther King Holiday
Monday, February 15, 2021 - Tuesday, February 16, 2021	Mardi Gras Holidays
Wednesday, February 17, 2021- Friday, February 19, 2021	Make-up Days (TBD)*
Monday, March 1, 2021— Friday, March 12, 2021	Virtual Parent-Teacher Conference Weeks
Friday, April 2, 2021— Tuesday, April 6, 2021	Easter Holidays
Wednesday, April 7, 2021— Friday, April 9, 2021	Make-up Days (TBD)*
Monday, May 17, 2021	Last full day of classes
Tuesday, May 18, 2021- Wednesday, May 19, 2021	Early Dismissal (11:40am)
Wednesday, May 19, 2021	Last Day of School for 1st Year-PreK-4
Thursday, May 20, 2021	5th Grade Graduation; Last Day of School for K-5th (11:40 dismissal)
Monday, May 24, 2021— Friday, May 28, 2021	Make-up days (TBD)

***Make-up Days:** These calendar dates are contingent upon school closures related to COVID-19. If school does not close and there are no days to make up, then these dates will become holidays.