



Family Handbook

2020-2021

Our Philosophy

Childhood is a time for the development of body, mind, and spirit when lifelong values are discovered and begin to mold the adult of tomorrow.

In the preschool program, we provide a safe, nurturing learning environment. We believe that the preschool child should prepare for life by living each day enjoying, growing, sensing, trying, and belonging. We recognize the need for children's participation in activities and experiences that arouse their curiosity and channel their energies, talents, minds, and great capacity for learning.

The Vestry of St. James, under the direction of the Rector, oversees our Day School. We strive to offer a program consistent with the highest standards of early childhood education, and also to provide the additional dimension of the Christian faith. In all phases of our program we endeavor to provide the opportunity for children to learn about God and to know that all of us are God's children. We also recognize each child's uniqueness and the universal need to belong, achieve, dream, love, and be loved.

Our goal is to help each child build a positive self-image while growing and developing physically, emotionally, socially, and spiritually. Through successful experiences at St. James Day School, children will build confidence in their own abilities and self-worth.

Guiding the development of a child is a cooperative venture between home and school. The staff of St. James Day School works closely with our families to create a positive preschool experience for all.

A Letter from the Interim Rector

Dear Friends,

Take a moment to look at the photographs of our children, teachers and staff at St. James Day School online at www.stjamesp.org and you will see evidence on their brightly lit faces that something absolutely remarkable is evolving in their lives of learning, play and the conferral of Christian values. Listen to the stories of their experiences when they arrive home in the afternoon filled with wonder and enthusiasm for the friendship and mentoring they encounter. Both are testimony to the learning and imagination that is stirred in their young and open lives.

St. James Day School is broadened and enriched by its ecumenical and diverse student body, welcoming as we do, children of all faith traditions and backgrounds. We believe this anchors them at an early age for engagement and leadership in a vastly expanding multicultural world.

It is a privilege for St. James Parish to host this vital school and I join the Board of Directors in pledging the breath of our capacities to endow this school with the finest resources and support that will ensure that its ministry is valued and cherished by parents and patrons alike.

These children and their teachers bring youthful inquiry, discovery, adventure and playground shrills of laughter that bless this church community that surely would not be the same without it. We are grateful for this partnership that blesses us in so many ways.

Sincerely,
Pierce Klemmt
Interim Rector

*A Letter from the
Director*

Dear Parents,

Welcome to St. James Day School! We look forward to helping your children learn, grow, explore, discover and mature in the loving Christian environment provided at the Day School.

Our school is staffed with a wonderful group of teachers who bring to the school numerous talents and strengths. Please know that the teachers and I feel honored to be a part of this very special time in the life of your child.

We look forward to working collaboratively with you. Much of the success of SJDS is attributable to the involvement and support of our parents. Your input and participation add to the joy and success of our school.

If you have any questions or concerns, please feel free to contact me. My hope and prayer is that during this school year, your child continues to grow into the beautiful person he/she is made to be. We are here to support that in every way!

God's peace,

Amy Taylor
Director, SJDS
910 762 7537
Director.dayschool@stjamesp.org

General Information

St. James Day School Enrollement Policy:

Due to the demand for available class space, the following is the priority for enrollement in the Day School:

1. Students currently enrolled in St. James Day School.
2. Siblings of currently enrolled students.
3. St. James Parish members. A member of St. James Parish is defined as someone whose name is on the church roll. All letters of transfer must be complete at time of registration.
4. Siblings of previously enrolled students (alumni).
5. General public.

Registration for the next school year begins in January of the current school year. Currently enrolled students will be provided with information to register for the next year.

Other interested persons should contact the Director of the Day School to schedule a tour of the school prior to registering for the next school year.

Entrance Requirements:

To be eligible for the Toddler Class, children must be one year-old and walking steadily by August 31st. The Twos, Threes, and Fours must be the appropriate age on or before August 31st. For your child to receive maximum benefit of the program at St. James Day School, we hope that he/she will remain here as long as eligible. Our program builds on the child's experience at each stage of development; hence it is advantageous for the child to have this continuity.

General Information

Registration Fee and Supply Fee:

There is a non-refundable registration fee of \$125 and supply fee of \$100 that must accompany each registration.

Tuition:

Tuition may be paid in full or in monthly installments. *The first month of tuition must be paid with the registration and is non-refundable.* Beginning with the October payment, tuition is due by the 5th of each month.

Payments may be made through the parent portal created at www.onrealm.org. You may also pay with a check made out to St. James Day School and given to the Director or mailed to the Day School, addressed as follows:

ATTN: Day School Director
St. James Day School
25 S. Third Street
Wilmington, NC 28401

Tuition is LATE if any portion of the amount due is not received in the Day School office by the 5th of the month. Any tuition not paid in full by the 5th of the month shall accrue a late payment charge of \$10.00 per week until paid.

Suspension of Attendance Privileges:

If a tuition payment (including accrued late payment charges) remains in default for more than 30 days, the Director has the right to declare, by written notice, the entire tuition for the school year due and payable immediately and/or suspend attendance privileges until payment is made. If payment of the entire tuition, including past due amounts and late payment charges, is not made within seven business days of such notice, attendance privileges shall be suspended until payment is made.

If a tuition payment (including past due amounts and accrued late payment charges) remains past due for sixty

days or more, the last payment deposited will be applied to the balance due; attendance privileges shall be suspended for the remainder of the year, and the student's class space shall be made available to another student.*

Payment Schedule:

5th of the month: If entire monthly payment is not received, a late payment charge of \$10.00 per week is imposed until the payment is made.

30 Days Past Due: Director may declare entire tuition due and payable; and attendance privileges may be suspended.

60 Days Past Due: Attendance privileges shall be suspended for the remainder of the year; student's class space shall be available.

No refunds will be made if the attendance privileges are suspended.

Questions about tuition or payments should be directed to Amy Taylor at **director.dayschool@stjamesp.org**.

*Extreme hardship situations may be presented, in writing, will be kept confidential and will be considered by the Rector and the Director on a case-by-case basis.

Drop-Off and Pick-Up:

The doors to the school open at 8:22 a.m. There will be an adult there to assist with getting the children out of the car and finding the classroom.

Pick-Up for ALL children begins at 12:22 p.m. The children will be outside waiting so it is not necessary for the driver to find a parking space. PLEASE DO NOT LEAVE YOUR VEHICLE UNATTENDED IN THE DRIVEWAY. This makes our traffic situation very challenging. The person picking up the child is responsible for buckling him/her in the car seat.

Late Pick-Up Fee:

There will be a Late Pick-Up Fee for any person who is over 15 minutes late picking up a child. The fee is \$5.00 for each additional 5 minutes per child. This money is paid directly to the teacher who stayed with the child until the child is picked up.

Change in Pick-up Plans:

Please email or text the Director if your child has a change in Pick-up plans. For the safety of the children, if the person picking up is not known to the Director, we will ask to see identification before we release the child. According to NC State Law, all children under eight years old or under eighty pounds must be in a car seat.

Illness:

Children who have been ill need to be completely symptom free, without medication, for 24 hours before returning to school. Please let the Director know if your child is diagnosed with a communicable disease or head lice. All parents will be notified as to the nature and exposure of any communicable disease; however the child involved is not identified. The SJDS COVID-19 Plan is available from the Director upon request.

School-Wide Supplies:

Parents help us with various classroom supplies for all the classes. If able, please send in the following at the start of the year and after the Christmas break:

Toddler parents: Baby Wipes & Hand Sanitizer

Two's parents: Paper Towels & Tissues

Three's parents: Disinfectant Spray

Four's parents: Magic Eraser Sponges

Snacks & Lunches:

Parents provide a snack and lunch each day for their child. Please offer a variety of healthy options. SJDS is a tree-nut and peanut free school, and we request that water be sent from home in a thermos/cup. No juice, please.

Birthdays:

We love birthdays! If your child wishes to share a birthday treat with the class, please notify the teacher in advance. We do request that the treat be as simple as possible, such as a donut holes or cookies with no icing or frosting. Our policy is that no birthday party favors be given to the children at school.

Seasonal Parties:

Please sign up with your child's teacher to help with one of the holiday parties. These are Halloween, Thanksgiving, Christmas, Valentine's, and Easter. There will also be an opportunity to help with the Thanksgiving Feast, the Breakfast with Santa, and the school wide End-of-Year Picnic.

Evaluations:

The 4 Year-Old children receive a written evaluation at the parent teacher conference scheduled in January.

Conferences:

Teachers and parents are welcome to request a conference at any time during the school year to discuss the progress of a child. Please feel free to call your child's teacher to ask for a conference. If the teacher feels that she needs a conference, she will inform the Director who will contact the parents.

Parental Involvement:

Parents are encouraged to volunteer and contact their child's teacher to see how they can help in the classroom. We hope that all parents will be involved in our program. Each class has a Room Parent(s) who helps coordinate class special events.

Field Trips:

The Threes and Fours enjoy field trips throughout the year. The laws of North Carolina require that all children under eight years of age or under eighty pounds be in a car seat. We would like to have an adult for every two children on field trips. Siblings are not allowed on field trips.

Clothing:

At school, children paint, glue, etc. Although smocks are often used to protect their clothing, accidents do happen. Climbing and running on the playground are difficult in long dresses, sandals, flip-flops, or shoes that fall off. When choosing your child's clothing, please plan accordingly. All articles of clothing should be clearly marked with your child's full name.

Mary Elizabeth (Libby) Clark Memorial Library:

The library in the day school was created in loving memory of Mary Elizabeth Clark (1961-1967), the daughter of Mary Penton Clark Malaga and Russell Clark. All books are available to parents for check-out. If parents would like

to donate a book to the library in honor of their child's birthday, please contact the Director.

Child Abuse or Neglect:

North Carolina law mandates that any suspected incident of child abuse or neglect be reported to the Department of Social Services. Any teacher or other adult who suspects a child is a victim of abuse or neglect, should bring their concerns to the Director who will call DSS to make a report. If preferred, the teacher or other adult may call DSS directly.

According to the statute, "anyone who makes a report pursuant to this Article is immune from any civil or criminal liability that might otherwise be incurred or imposed for such action provided that the person was acting in good faith. In any proceeding involving liability, good faith is presumed."

Head Lice Policy:

St. James Day School follows set guidelines in the event that head lice are found. We have a strict no-nit policy. If your child comes to school with nits or lice, you will be called to take your child home. You will need to treat your child and when there are no nits or lice he/she may return to school.

Please report all cases of head lice to the school. We realize that this can be a difficult problem, but we must have a firm policy so that other children in our school do not become infected. If a child has headlice, a note will be sent home to all parents notifying them that a case has been found at school. The names of the affected will be kept confidential.

Biting Policy:

Biting, unfortunately, occasionally occurs in preschools and can be emotionally charged. Sometimes children bite to express emotions they cannot verbalize. We have seen children bite when they are frustrated and we have seen them bite in the excitement of a happy moment. No one can predict which children will bite, but we are ready to help those who do bite to learn other appropriate behavior. We focus on effective techniques that address the specific reason for the biting. We are also ready to give treatment, sympathy, and advice to children who are bitten. Here are the ways we work to prevent biting and how we respond to it when biting happens:

1. We work to model acceptable and appropriate behaviors for the children, helping them learn words to express their feelings and giving them tools to resolve conflicts with our help.
2. When a bite occurs, we help the child who was bitten. We assure him/her and care for the bite. We clean bites with soap and water and apply an ice pack. If a bite occurs, we will notify you.
3. If there are episodes of ongoing biting, the teachers and

administration will try to analyze the cause. We will talk to the parents of the child and work to develop a plan to address the causes of the biting. Our energies will focus on keeping all children safe while helping the child(ren) stuck in biting patterns. If the staff/administration feels a child is endangering the safety of other children, he/she will be sent home for the day.

4. Each incident will be reviewed on a case-by-case basis and if further investigation is needed, a meeting with the Director and parents will be called to session.
5. We keep both the name of the child who bit and the child who was bitten confidential to avoid labeling.

We wish we could guarantee that biting will never happen in our program, but we know there is no such guarantee. You can count on us to deal appropriately with biting issues so that they will end as quickly as possible. We will support your children when they bite or are bitten. We want the best for all the children in our program.

SJDS Inclement Weather Policy:

In the event of inclement weather, SJDS will be closed when the New Hanover County Schools are closed. **If NHCS have a ONE HOUR delayed opening, SJDS will also delay ONE HOUR and open at 9:30. If the NHCS delay is two hours or more, SJDS WILL BE CLOSED.** On days that we have a delayed opening, there will be no provision made to accommodate children who arrive earlier than the revised opening time.

If NHCS are required to close due to inclement weather during our school day, please pick-up your child as soon as possible. Our teachers may need to pick up their own children from their schools. We do not make up missed days due to weather, sickness or vacation.

Local radio and television stations provide regular updates on the status of NHCS delays and closings.

OUR 2020-2021 CALENDAR

- Monday, August 24** First Day of School (8:30-12:30)
- Monday, Sept. 7** Labor Day-NO SCHOOL/church office closed
Monday, Sept. 7
- Wednesday, Sept. 9** 8:40am- Coffee for Parents on the Lawn
- Monday, Oct. 5** Teacher Workday-NO SCHOOL
- Wednesday, Nov. 11** Veteran's Day – NO SCHOOL/Church office closed
- Tuesday, Nov. 24** 11:00am Program by Threes & Fours: Great Hall
11:30am School Wide Feast: Lee Hall Gym
- Wednesday, Nov. 25-27** Thanksgiving Holiday
- Saturday, Dec. 12** 9:00am-11:00am-Breakfast with Santa: Lee Hall Gym
- Monday, Dec. 21 –Jan 1** Christmas Holiday
- Monday, Jan. 4, 2021** School Resumes
- Monday, Jan. 11** Registration opens – current students, siblings and children of parishioners
- Monday, Jan. 18** MLK Jr. Holiday - NO SCHOOL/Church office closed
- Tuesday, Jan. 19** Registration – At Large opens
- Friday, Feb. 5** Donuts with Dads 9:00 (Fours): Lee Hall Foyer
- Monday, Feb. 15** President's Day – NO SCHOOL/ Church office closed
- Friday, March 5** Teacher Workday-NO SCHOOL
- Friday, March 19** 11:30 SJDS 4 year olds CIRCUS: Lee Hall Gym
- Friday, Apr. 2 - Friday, Apr. 9** NO SCHOOL Good Friday/Easter Break
- Friday, May 7** 11:00am Mother's Day Tea (Fours): Great Hall
- Friday, May 21** LAST DAY OF SCHOOL
11:00 Graduation: Great Hall
11:30 School-Wide Picnic: Front Lawn or Lee Hall Gym

Staff

Toddlers

Joni Buckner
910-612-2035
jonibuckner@gmail.com

Stephanie Burney
910-200-5157
skburney@gmail.com

Jordan Hooper
910-476-5588
jordan.jescott3@gmail.com

Twos

J.K. Thomas
910-612-9705
jckthomas1031@gmail.com

Courtney Easley
919-413-0707
courtney.easley@me.com

Jan Bridgers
910-620-0804
rbridg1324@aol.com

Patti Whitley
910-619-8360
pattiwhitley01@gmail.com

Stephanie Burney
910-200-5157
skburney@gmail.com

Threes

Joyce Cason
910-619-5488
jcasonx4@hotmail.com

Shannon Lockamy
919-740-3993
christianformation@stjamesp.org

Shannon Leas
910-465-6469
shannoncleas@icloud.com

Sue Williams
910-264-5804
sueb.williams@yahoo.com

Staff

Fours

Emmy Bullard
910-616-8640
ebullard@ec.rr.com

Mitzi Daughtry
910-524-0524
cdaughtry@ec.rr.com

Yoga

Marsha Bonner
910-520-2123
mb3461@aol.com

Director

Amy Taylor
910-547-5149
director.dayschool@stjamesp.org

