



St. James' Episcopal School provides its students with an enriching environment that embraces knowledge, self-discovery, and spiritual growth.

St. James' Episcopal School Parent Handbook 2009-2010

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This Handbook is dated September 1, 2009. St. James' Episcopal School reserves the right to change its policies, procedures and practices from time to time.

I. HISTORY/PHILOSOPHY/MISSION STATEMENT

St. James' Preschool was founded as a community outreach program of St. James' Episcopal Church in September of 1982 and began with four classes and a staff of five. Now known as St. James' Episcopal School, the facility hosts 13 preschool classes for ages 3-5 and a Kindergarten class.

St. James' Episcopal School is an early learning center for children. Our mission is to promote the development of each child within the scope of his or her capabilities and interests and to provide an environment of Christian love, understanding and acceptance.

At St. James' Episcopal School, religion is embraced as an essential facet of student learning. The day includes a short chapel service of singing, stories, and prayers. Our teachers and staff openly share our faith, demonstrating that God is real and is a part of our lives. We foster a caring atmosphere within the School in which children feel comfortable helping each other and asking for help. Teachers are encouraged to comfort and hold children when needed.

Our teachers and staff permit each child the freedom of choices within a structured situation. Our program and environment allow each child to grow at his or her own individual rate. We encourage and provide opportunities for play as an important means of building skills, promoting healthy self-images and instilling a life-long love of learning.

Our teachers strive to supplement the core parental efforts provided in the home to create a partnership of loving and learning. To this end,

The teachers and staff will:

- integrate faith within the learning experience and support the students in becoming knowing and loving people consistent with the Christian tradition,
- provide a variety of instructional techniques to help meet the needs of all students,
- assist students in developing the skills necessary for becoming responsible citizens of the home, school and community and
- welcome and encourage input and cooperation of the parents.

Each student will:

- join in religious education including daily chapel service,
- participate in daily classroom activities and special programs and,
- show respect for teachers, staff and other students.

The parents will:

- support the philosophy and mission of the school and the efforts of the teachers and staff,
- abide by the policies put forth in this handbook and,
- provide support and resources to the extent they are able as a symbol of their belief in the value of education.

II. PROGRAM DESCRIPTION

St. James' Episcopal School provides a three year-old program, a four year-old/Pre-kindergarten program and a Kindergarten program. Each program is designed consistent with our philosophy and mission to develop age-appropriate skills and meet age-appropriate milestones.

In all programs, we provide centers of interest so that children have the opportunity to explore a wide variety of subject matters. Information and materials for art, creative play, reading readiness, listening

skills, math readiness, dramatics, science, nature, music and motor skills are offered to stimulate the child's own natural curiosity and potential for growth.

Areas of development in all classes include:

- Physical
 - Fine and Gross Motor Skills
- Social and Emotional
 - Sharing
 - Following Directions
 - Listening to Others
- Intellectual
 - Language Development
 - Group Discussions
 - Self Expression
 - Problem Solving
 - Math
 - Reading
- Creative
 - Art
 - Music and Rhythm
 - Singing
 - Dramatics
 - Cooking
- Spiritual
 - Short Morning Chapel
 - Simple Bible Stories
- Community
 - Local and Global Charity and Understanding

THREE YEAR-OLD CLASSES

- **2 day Classes**
- **3 day Classes**

The emphasis of our three year-old class is to provide challenging activities designed to meet the individual needs of children during the active time of growth and development. The three year-old classes use consistent routine and engaging activities to help create a love of School. Hands-on learning allows students to develop skills in language arts and math while building self-confidence and self esteem in the classroom. We provide materials, experiences, and the physical space for children to explore through touch, sound and sight, a requisite for their cognitive growth.

Between the ages of three and four and a half, children experience considerable growth. St. James' strives to work in all areas of development including physical, cognitive, and social-emotional. Teachers offer a planned curriculum that stimulates children's interest, experimentation and cooperation. Children are offered hands-on activities and are encouraged to work with each other. In January, a report will be sent home to assess students' progress in the class.

FOUR YEAR- OLD PRE-KINDERGARTEN CLASSES

- **3 day Classes**
- **4 day Classes**
- **5 day Classes**

The Pre-Kindergarten classes help prepare young minds for elementary School with emphasis on more structured learning. Parents can choose from 3, 4, and 5 day-a -week classes. Teachers and administrators may help in this placement.

Within the Pre-Kindergarten program, the focus is to help promote an enthusiastic and receptive attitude toward School. By combining a diverse academic program with a healthy, socially-oriented one, teachers strive to create a very stimulating, fun-filled day for the children. The Pre-Kindergarten and Kindergarten programs follow a philosophy of education in which children proceed at their own pace and use a variety of hands-on materials and age-appropriate activities.

The Pre-Kindergarten classroom offers child-centered learning activities allowing children to build a positive attitude toward learning through questioning, observing and experimenting with varied materials. Teachers help promote the children's construction of knowledge and build foundations for school success in reading, math, science and the arts. Interaction and collaboration with peers work to promote language development, perspective taking and conflict resolution.

In January, a progress report will be sent home with the four and a half to five year-old children. This is to assist parents in making the decision of whether or not to send their child on to Kindergarten in the fall. Kindergarten Readiness Screening is available and children entering Kindergarten should be five years old by September 30.

KINDERGARTEN

Like the Pre-Kindergarten program, the Kindergarten program uses a stimulating hands-on approach to learning allowing for a more individualized student experience. The curriculum offered at the Kindergarten level includes religious education, language arts, mathematics, social science, physical science, music, art and computer technology. Language arts instruction includes a balance of activities focused on developing phonemic awareness, phonics, word study, comprehension/vocabulary and writing skills. Mathematics instruction in Kindergarten is center-based, encouraging children to manipulate real materials in order to make mathematical concepts meaningful. Social science, physical science, and computer technology instruction are integrated into the overall curriculum through theme based units in language arts and mathematics. Learning experiences emphasize friendliness, cooperation, and social responsibility within a child-centered curriculum based on standards set forth by the State of Virginia.

III. ADMINISTRATIVE PROCEDURES

ADMISSIONS

St. James' Episcopal School is open to all children, ages three through six. St. James' admits new students on the basis of character, past academic day care or school experience and assessment of the child's potential to profit from and contribute to the life of the School. Priority in admissions is given to siblings of current students and children of parishioners of St. James' Episcopal Church. To this end, among qualified applicants, children are accepted in the following order: (1) current students and their siblings, (2) pledging parishioners, (3) children on the School's waiting list, and (4) all others.

Notice of Nondiscriminatory Policy

St. James' Episcopal School admits students of any race, color, national and ethnic origin to all of the rights, privileges, programs and activities generally accorded or made available to students at the School and the School does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, [scholarship and loan programs] and athletic or other School-administered programs.

Documentation Required for Matriculation

The following documentation must be received by the School with respect to each student before such student will be permitted to attend School:

- an original birth certificate (Schools are expected to keep a copy on file),
- proof of adequate immunization as required by the Code of Virginia,
- proof of physical examination within 12 months prior to entering the School, and
- proof of custody for students not living with either or both natural parents.

Toilet Training

Children are to be toilet trained when they enter School. Parents may be required to come to School to change their children's clothes if an accident occurs.

REGISTRATION DATES AND FEES

Registration for each upcoming school year is held in late January (for currently enrolled families and St. James' Parishioners), the beginning of February (for wait list families) and mid-February (for new families) of each calendar year. No applications will be accepted more than one year prior to the School year for which admission to the School is sought.

To register a child, applicants must complete an application form and submit a non-refundable administrative/registration fee of \$75.00 per student. This fee covers administrative expenses and, if applicable, secures a spot on our waiting list. Due to the high volume of applicants and space restrictions, an application does not guarantee acceptance.

TUITION AND PAYMENT

St. James' Episcopal School uses the Smart Tuition program to collect tuition from families. All families are required to fill out a Smart Tuition contract and return it with their first tuition payment, activity fee (Preschool) or book fee (Kindergarten), and the Smart Tuition fee. Unless paying the tuition in full with the first payment, Smart Tuition will manage all payment communications with families throughout the year. The initial non-refundable tuition payment will be due in May. (The Smart Tuition fee can be avoided by paying the year's tuition in full with the first payment.) Monthly tuition is due to Smart Tuition on either the 10th or 20th of every month starting in September and ending in April. A late fee of \$30 will apply the first day after tuition is due. The initial payment and Smart Tuition contract may be sent in with your child to his or her teacher or you may mail your tuition to:

*St. James' Episcopal School
73 Culpeper Street
Warrenton, VA 20186*

Please mark your check clearly with the child's name and days attending.

Two-day classes: \$185 per month

Three-day classes: \$230 per month

Four-day classes: \$285 per month

Five-day class: \$335 per month

Kindergarten: \$550 per month

Preschool Activity Fee: \$50; Kindergarten Book Fee: \$150, Smart Tuition Fee: \$38

Families with two or more children attending St. James' in the same academic year will receive a \$25 discount per month.

Tuition assistance may be available in certain special situations. Assistance will be considered only for students already enrolled in the School and who have special circumstances that have arisen during the School year that could terminate enrollment of the child.

WITHDRAWAL/REMOVAL

In the event it becomes necessary to withdraw your child from Saint James Episcopal School, a written notice must be given at least 30 days in advance to the Director. St. James' Episcopal School reserves the right to suspend or terminate the student from his or her enrollment at St. James' if such student's conduct is unacceptable.

IV. SCHOOL POLICIES

SCHOOL AND PARENT PARTNERSHIP

A strong partnership between staff and families is a key component to the success of the students. Communication between staff and families allows for an open dialogue concerning activities, opportunities, questions, and concerns. Contact the teacher with any questions or concerns you may have regarding your child in the classroom. A Parent Advocacy Group has been established at St. James' Episcopal School. Its purpose is to enhance parent teacher communication and increase parent involvement. One parent from each class will be chosen as a representative of the group.

School Visitors/Volunteers

St. James' Episcopal School encourages parents to visit and volunteer in the classrooms and participate in activities at the School during the week. Please see your child's teacher to discuss volunteer opportunities. Please ensure that any other visitors you may invite to attend class activities are properly authorized by you to visit the School and that they comply with the safety guidelines discussed in this Handbook.

WHAT TO BRING TO SCHOOL

Clothing and Shoes

We ask that the children be dressed comfortably and appropriately for outdoor play. Please note that children will be going outdoors daily as weather permits. Everyday clothing and outdoor wear should be easy for the children to manage themselves and labeled clearly with their names. Appropriate footwear is an important safety feature for daily activities. Because of our time outside and the stairs coming in and out of the building, flip flops or other backless shoes may create hazards for the children. Therefore, please choose shoes that will allow the students to run and walk safely. "Velcro" closures are highly recommended for students.

Outdoor Policy

Unless the weather is wet or extremely cold, the children will be outside to play. Please make sure your child is appropriately dressed for the weather.

Lunch

Students enrolled in Lunch Bunch and Kindergarten will bring their lunch to School. Lunches should be in a container that is labeled and easy for children to open and close.

Supply List

Classroom teachers will provide a supply list at parent orientation for each student.

Personal Belongings

While we cannot be responsible for personal belongings brought to school, we do recognize that some children need a personal item to assist in separating and transitioning from home to School. Children should not bring toys or jewelry to School unless it is for a specific reason, such as "show and tell." Please have your child's coat and hat labeled with his or her name. We do have a Lost and Found in the office. Items will be donated at the end of the School year if not claimed.

DROP OFF/PICK UP

Please be observant of the one-way traffic flow in the back parking lot. Have your child seated in the back right of the car to assist with teachers helping to get children out of cars. Please do not allow your child to exit the car without a teacher present. When walking children into class, parents are asked to use the back door by the parking lot.

The staff must have specific prior written authorization as to who is picking up your child each day. Those people who pick up your child on a regular basis should have their names listed on the application form on file in the office. When your child will be going home with someone different please send in a written note in advance with the date and the name of the person authorized to pick up the child. The person picking up your child will need to have government-issued photo identification available. *Parents picking up their children more than 15 minutes after their dismissal time will be charged a \$5.00 late fee for each 15 minutes late.*

INCLEMENT WEATHER

In case of bad weather, any closing or delay in opening will be announced on the School's answering system starting at 7:00 a.m. (540-347-3855). Information will also be posted on the School website at www.saintjamesepiscopalschool.org. St. James' Episcopal School closes and delays the start of school when the Fauquier County Public Schools (FCPS) are closed or delayed. When FCPS are delayed, the following policies apply for St. James' Episcopal School:

- If FCPS open one hour late, St. James' will open one hour late and the Preschool will extend its day for one hour; Kindergarten will dismiss at 2pm.
- If FCPS open two hours late, St. James' will open two hours late and the Preschool will have a two hour day; Kindergarten will dismiss at 2pm.
- If FCPS open three hours late, St. James' will be closed.

If there is a delay, all children will need to pack a lunch. Closings and delays can be heard on any of the local radio stations and by calling 540-347-6195, by viewing local Comcast Cable Channel 18, or by visiting FCPS's website at www.fcps1.org.

FIELD TRIPS

At various times during the year, the students will be taking field trips. The School will provide supervision, with volunteer parents, for the trip. There will be no special insurance provided. Children must have permission slips signed by their parent/guardian to be allowed to participate in field trips. If a parent chooses not to have his or her child attend a field trip, it is expected that the child will remain at home for the day. Children are transported by car on field trips. All vehicles are required to have current inspection by the Department of Motor Vehicles. Children are to be seat-belted in a seat, child seat, or restraining harness as appropriate based upon the age and weight of the child. Drivers on field trips are to have a valid driver's license and be at least 18 years of age and be a parent, guardian, or person authorized by the

parent or guardian to transport the child. Emergency kits and contact information for each child will be brought on each field trip by the classroom staff.

PHOTOS AND OTHER MEDIA

Throughout the year children will be participating in various activities in which they may be videotaped, audio recorded, or photographed [or participation involving the Internet]. All parents must give written consent for their child to be included in these activities. Please see Section VII of this handbook and the School website for more information.

COURT ORDERS

Once admission has been granted to a student, it is the responsibility of the parent(s) to provide the Director of the School with a copy of the relevant legal documentation if there is a legal custody agreement or for any student not residing with his or her parent. It is also the parental responsibility to notify the Director if there is a change in custody/arrangements during the School year. St. James' Episcopal School is obligated to release a child from School to either his or her father or mother unless we have a court order on file indicating one or the other parent is prohibited to take the child.

School communication with the appropriate guardian is essential. Accordingly, custodial parents should identify in writing other adults who are authorized to have access to information regarding their child. In addition, non-custodial parents will be permitted to receive information (when requested) regarding the child unless specific documentation to the contrary is provided in the legal custody agreement.

V. EXTENDED DAY ACTIVITIES

EARLY DROP OFF

An earlier drop off time than that of your child's class may be offered with sufficient interest from parents. Space is limited. Please see section VII for the Early Drop Off request form or visit the School website. After the initial month, the cost per month will be invoiced or directly debited by Smart Tuition. This fee is non-refundable and guarantees that your child's space is reserved for the days you choose every week.

EARLY DROP OFF – Begins at 8am (Cost listed is per month)

<u>Per month</u>	<u>half hour</u>	<u>one hour</u>	<u>one and one half hours</u>
1 day per week:	\$20	\$40	\$60
2 days per week:	\$40	\$80	\$120
3 days per week:	\$60	\$120	\$180
4 days per week:	\$80	\$160	\$240
5 days per week:	\$100	\$200	\$300

LUNCH BUNCH

St. James' offers a lunch program (referred to as "Lunch Bunch") for students attending Preschool. Lunch Bunch provides an extended day for a limited number of children until 1:15. A lunch is sent in with your child and children have supervised activities and play until 1:15. After the initial month, the cost per month will be invoiced or directly debited by Smart Tuition. This fee is non-refundable and guarantees that your child's space is reserved for the days you choose every week. Please see section VII for the Lunch Bunch request form or visit the School website.

Per month:

1 day a week:	\$40
2 days a week:	\$80
3 days a week:	\$120
4 days a week:	\$160
5 days a week:	\$200

VI. HEALTH AND SAFETY

ILLNESS

Children who are sick should not be sent to school. If children become ill at school, parents will be called and expected to pick up the child as soon as possible. When St. James' is aware that a child has been exposed to a serious communicable disease while attending school, we will attempt to notify the parents by the end of that day. Parents have the responsibility to contact the school when their child contracts a communicable disease. In addition, teachers have the responsibility to contact the Director when they have come in contact with or contract a communicable disease.

Parents shall be required to keep students with any of the following conditions home from School:

- Both fever and behavior change;
- Symptoms of severe illness such as lethargy (more than expected tiredness), uncontrolled coughing, inexplicable irritability or crying, difficulty breathing, wheezing, or other unusual signs;
- Diarrhea, defined as more watery, less formed, more frequent stools not associated with a diet change or medication – a stool not contained by the child's ability to use the toilet;
- Blood in the stools not explained by diet change, medication or hard stools;
- Vomiting two or more times in 24 hours;
- Persistent abdominal pain (lasting more than 2 hours);
- Mouth sores with drooling;
- Rash with fever or behavior change;
- Purulent conjunctivitis (pink or red eye lining or whites of the eyes with white or yellow pus coming from the eyes);
- Lice
- Scabies;
- Tuberculosis;
- Impetigo;
- Strep throat, or other streptococcal infection;
- Chickenpox (varicella zoster) or shingles (herpes zoster);
- Whooping cough (pertussis);
- Mumps;
- Hepatitis A;
- Measles;
- Rubella;
- Unspecified respiratory tract illness and/or nasal discharge; and
- Herpes simplex.

MEDICATION

St. James' Episcopal School is in compliance with the procedures of the Virginia Department of Social Services applicable to child day centers with respect to the administration of medication to students. Only certified Medication Administration Trained staff are allowed to administer prescription and non prescription drugs. The written medication consent form must be filled out. All medication will be labeled with the child's name, the name of the medication, the date the medication is brought to the school, the dosage and the time it is to be given to the child. Prescription medication will be in the original container with the prescription label in place. All medication will be kept in an area inaccessible to the children. All medications will be returned to the parent/guardian as soon as the medication is no longer being administered. Parents must promptly notify the school of any change in their child's dosage of medication.

First Aid

First aid to wounds or other injuries will be limited to cleansing with mild soap and water, bandages, or other accepted first aid procedures. If the injury is believed to be serious and the parent, guardian or other

emergency contact listed in the student's record cannot be contacted, the student will be taken by rescue vehicle to a doctor or hospital for treatment. **Payment for medical services and transport is the sole responsibility of the student's parent or guardian.**

Children who are sick should not be sent to school. If children become ill at school, parents will be called and expected to pick up the child as soon as possible. When St. James' is aware that a child has been exposed to a serious communicable disease while attending school, we will attempt to notify the parents by the end of that day. Parents have the responsibility to contact the school when their child contracts a communicable disease.

HEALTH AND IMMUNIZATIONS

All children must have had a physical examination and be fully up to date on immunizations. They must have their physical form on file at the School, prior to the beginning of School, or they will not be allowed to attend School.

GENERAL SAFETY

1. St. James' Episcopal School doors are locked at all times. Please ring the bell at the back entrance by the parking lot or by the Director's office.
2. Staff is trained in CPR, First Aid and general safety procedures.
3. All staff members are required by law to report any suspicion of child abuse/neglect.
4. Staff will do head counts at all transitions and regularly throughout the day.
5. Staff will monitor all children in the bathrooms.
6. Staff will greet all unfamiliar persons in the hallway and walk them to the Director's office to check in.
7. An Emergency Plan has been developed and distributed to all School and Church Personnel and regularly scheduled drills will be implemented.
8. Student information is confidential.

Ways Families Can Help:

1. Use the designated School entrance and exit (please follow one-way traffic flow).
2. Monitor your children carefully in the parking lot; do NOT leave children in the car unattended.
3. Greet everyone, especially those people you do not know. Walk anyone you do not know to check in at the Church or Director's office.
4. Be aware of your surroundings. Report any suspicious activity or people. Make notes of license plate numbers and features/details that may help.
5. Call St. James' Episcopal School if you hear of any local inclement weather conditions or emergency situations (540-347-3855).
6. Make the office personnel aware of any safety issues or concerns.
7. Keep current on children's immunizations and well baby/child check-ups.
8. Teach your children good health practices at home (wiping nose with tissues, brushing teeth after meals, flushing the toilet, washing hands before meals and after toileting, cleaning up after self, etc.). It helps if we are consistent with health practices at home and School.
9. Keep your locating information current with the St. James' office. This includes phone numbers for home, work, and cell; home address; and e-mail address.
10. When you drop off or pick up your child, make time to make contact with the child's teachers so they know you are dropping off/picking up. Never take your child without letting a teacher know.
11. Keep teachers informed about your child's health, mood, eating habits, family situation or anything that might affect your child's behavior at School.
12. Teach your child about safety practices (good strangers/bad strangers, practice fire and tornado drills at home, stop, drop and roll, etc). It helps if we are consistent with safety practices at home and School.

FIRE DRILLS

Fire Drills are conducted once a month by the administration. Each room in the School has a visible evacuation chart with the route to be taken clearly indicated.

Crisis Management/Emergency Preparedness Plan

A Crisis Management/Emergency Preparedness Plan has been developed, approved and is in place. All employees have been trained accordingly. Crisis Management is an integral component of our School safety. The most important consideration in both crisis management and safe School efforts is the health, safety, and welfare of the children and staff.

COMPLIANCE INFORMATION

Statement of Code Compliance

St. James' Episcopal School, operated by St. James' Episcopal Church, located at 73 Culpeper Street, Warrenton, VA 20186 is a "child day center" within the meaning of the Code of the Commonwealth of Virginia. As a religious institution, St. James' Episcopal School is exempt from the licensure requirements applicable to child day centers. The School is in compliance with the procedures and requirements applicable to such exempt religious institutions.

Description of Facilities and Enrollment Capacity

Portions of the building in which the School is located date to around [1912], with renovations and repairs as appropriate since the original construction. St. James' Episcopal School is a three level wing, encompassing 8307 sq. ft. The School utilizes 13 rooms within this wing including the children's chapel, activity room, a large playroom on the lower level, and has access to the Parish Hall which is used for special activities. The School also uses a large outside play area and has access to a kitchen. The maximum number of students the School can hold at one time is 130. This figure is dictated by the local Fire Marshal.

Food Service

The center does not provide food service. A mid morning snack is sent in by the parents. Water is provided by the School.

Health Requirements for Staff

Staff employed at the School are certified by a practicing physician to be free from any disability which would prevent them from caring for children. Documentation is on file at the office.

Public Liability Insurance

The School is covered by public liability insurance which provides coverage for the School in the event that someone brings suit against the School for personal or bodily harm suffered during the operation of the center as a result of negligence. Students are expected to be covered by their own health insurance policies.

Qualifications of Personnel

All teachers must be certified in CPR and first aid, have criminal history record checks, attend yearly workshops and classes in early childhood education, and be trained in necessary procedures to ensure the health and safety of children, i.e. proper hand washing, recognizing and reporting child abuse, health screening, etc.

St. James' Episcopal School strives to hire teachers with high moral and spiritual standards. Qualities such as kindness, compassion, and gentleness are considered essential, as are the abilities to lead, nurture, guide, and inspire. Most of the teaching staff have served as teacher assistants, preschool teachers from other Schools, or have had considerable experience working with young children in other capacities.

VII. School Forms

St. James' Episcopal School Photo Release Form

Child's Name _____

Child's Teacher _____

Parent Name _____

Address _____

Please check:

_____ I give permission for my child to be included in photos/videos to be taken at various times and events during the 2009/2010 school year. I understand that St. James' Episcopal School may use these photographs for print, web, or other public viewing media.

_____ I do not give permission for my child to be included in photos/videos to be taken at various times and events during the 2009/2010 school year.

Signature _____

**ST. JAMES' EPISCOPAL SCHOOL
EARLY DROP OFF AND LUNCH BUNCH SIGN UP**

*Both programs begin on September 8, the first day of preschool. Space is limited and programs are offered on a first come, first served basis. Without sufficient interest, programs will be canceled. **Please either mail this form to the office (73 Culpeper Street, Warrenton, VA 20186), or drop it by the School.***

Child's Name (please print): _____

Parent/Guardian Name and Phone: _____

EARLY DROP OFF – Begins at 8am (Cost listed is per month)

<u>Per month</u>	<u>half hour</u>	<u>one hour</u>	<u>one and one half hours</u>
1 day per week:	\$20	\$40	\$60
2 days per week:	\$40	\$80	\$120
3 days per week:	\$60	\$120	\$180
4 days per week:	\$80	\$160	\$240
5 days per week:	\$100	\$200	\$300

Please indicate which days you would like to drop off early:

Monday ____ Tuesday ____ Wednesday ____ Thursday ____ Friday ____

What time would you like to drop off? _____

LUNCH BUNCH (Cost listed is per month)

1 day per week:	\$40
2 days per week:	\$80
3 days per week:	\$120
4 days per week:	\$160
5 days per week:	\$200

Please indicate which days you are requesting for lunch bunch:

Monday ____ Tuesday ____ Wednesday ____ Thursday ____ Friday ____

*More information on these programs will be available at **Parent Orientation Night, September 2**. A letter indicating acceptance in the program will be available that evening and payment for these programs for the month of September will be due to the office by September 8. (Otherwise, all payments will be made through Smart Tuition and will be billed accordingly.) **These fees are non-refundable** and guarantee that your child's space is reserved on the day of your choice. Please contact the St. James' Episcopal School office with any questions, 540-347-3855.*