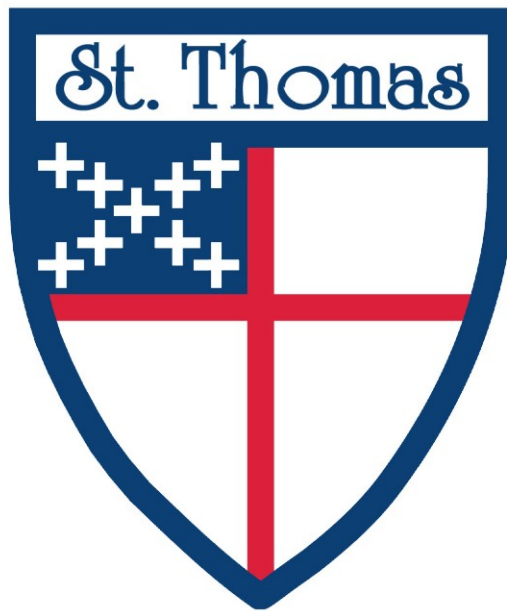


**St. Thomas Episcopal School
Parent & Student Handbook
2009-2010**



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Mission

As an expression of the Church's mission, St. Thomas Episcopal School exists to be a Christian Community providing a life-changing experience for students and families.

We seek to be focused on Christ to prepare the students to live for God and for others.

St. Thomas Episcopal School seeks to foster personal excellence of educating students in a developmentally based program where they may grow spiritually, physically, socially, emotionally, aesthetically, and cognitively.

Philosophy Statement

The community of St. Thomas Episcopal School believes in teaching its children how to live lives of excellence. Parents and faculty work closely to provide the experiences and the guidance students need in order to understand their world. We believe all of our students possess individual strengths that make the collective group complete. Above all, we seek to share with them God's love and to develop life-long habits of praise to Him.

St. Thomas teachers understand the need to develop the whole child. We offer a challenging academic curriculum that prepares our students for success in later grades. The faculty stresses developmental readiness at every level. We also teach organizational and study skills that set our students apart. St. Thomas offers enrichment classes in Spanish, computer, art, music, health, Bible, and physical education that broaden the students' experiences. Our students also enjoy the benefits of learning outside the confines of the classroom by going on several field trips a year as well as by utilizing the school's outdoor resources. Students and parents alike have the opportunity to enroll in a variety of classes as part of the after school enrichment program. In addition to the academic program, students also learn how to keep a daily planner, manage time, and study in ways that are effective for them.

Besides academic training, the students of St. Thomas also gain spiritual awareness through daily chapel, Bible lessons, and service opportunities. We adhere to the Episcopal Church's tradition of seeking to understand others in order to live in harmony with them and demonstrate God's love for them in a nonjudgmental manner.

Part of the development program at St. Thomas includes helping our students understand their roles in the world around them. We encourage planned giving opportunities through the Matthew 25 program as well as through other opportunities that may arise. We teach the importance of showing simple acts of kindness, such as holding doors open or sharing the sidewalk, as a way of respecting others. We expect our students to demonstrate excellent manners and to take pride in their school by keeping it clean.

Living lives of excellence means we address the developmental needs of our students. It also means we pay attention to the small details that set our students apart. Above all, it means we make every effort to help the children in our care know the love that their Savior has for them.

Non-Discriminatory Policy

St. Thomas Episcopal School is open to all qualified students of any race, color, religion, nationality, or ethnic origin. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of educational policies, admission policies, or financial aid programs.

Admission

Student Application Procedures and Guidelines

All students must reapply for admission annually. Priority will be given to returning students only during specified re-registration dates. After the close of the re-registration period, returning students will lose their priority status, unless during the re-registration dates, the school is advised in writing of extenuating circumstances and agrees to extend priority status. Students will be processed in the following order:

- Currently enrolled students
- Siblings of currently enrolled students
- Parishioners of St. Thomas Episcopal Church who have been active for 6 months or longer.
- New applicants

Re-registration begins in January.

Information about Open Houses and Admissions can be obtained by contacting the school office.

Specific Admissions Requirements

According to state law, the school **must** have these forms in hand before any child will be allowed to attend class:

- A completed medical emergency form
- A health record form signed by a physician that includes a current vaccination and immunization record.
- A copy of a birth certificate must be submitted for each new student.

Students, who are four years of age and older, are required by state law to have vision and hearing screenings. The school offers free vision and hearing screenings annually in the fall semester.

In addition to state law requirements, St. Thomas Episcopal School requires:

- Report cards from all previously attended schools.
- Results from previously taken standardized tests.

- Permission to contact previous teachers and administrators.
- An evaluation to determine appropriate placement.
- Personal interview and/or classroom visit.

St. Thomas Episcopal School follows the Texas state school age requirements for admission to preschool and kindergarten. September 1st is the cutoff date assigned by Texas law to determine eligibility for enrollment.

Preschool children must be toilet trained as a requirement for admission. Parents of a student who demonstrates consistent problems will be asked to keep their child home until toilet training is completed.

Admission Decisions

The head of school will make the final decision for acceptance. The St. Thomas educational program is designed for a diverse student population with respect to pace and style of learning. Modifications in the presentation of curriculum are made in response to individual student's readiness, overall maturation, and personal learning needs.

While St. Thomas serves a diverse student population, we recognize that some students have learning and/or behavioral-guidance needs that may exceed the resources of the school. For this reason, St. Thomas reserves the right to evaluate all new students prior to admission to determine their chances for success in the school.

All students at St. Thomas are expected to exhibit age-appropriate respect toward adults, students, and the physical learning environment. It is normal for students to err on occasion, and faculty and staff will handle such isolated incidents promptly and respectfully. Students who exhibit persistent patterns of disruptive or disrespectful behavior that are judged to be harmful to others or degrading to the learning atmosphere will not be allowed to remain at St. Thomas.

The issuance of a student enrollment contract will signify admission. Enrollment contracts must be signed and returned to the school office within 15 days of the issuance date. The tuition deposit must accompany the signed contract. The tuition insurance (if tuition is paid monthly) is due with the first month's tuition.

Financial Aid

Financial aid applications will not be considered as a factor in admission decisions. Applicants for financial aid must have already completed the application process and have paid the \$75.00 nonrefundable application fee. Applications for financial aid must be completed and submitted at the time of re-registration or admission. Please contact the school office for information, forms, and procedures regarding financial aid.

Attendance

Absences and Tardies

Regular and punctual attendance is important for your child's successful progress and growth. **Texas law requires** elementary age children to attend school. Parents are asked to notify the school office before 8:30 a.m. when their child must be absent.

Upon returning from an absence, elementary students (kindergarten – 5th grades) must bring a written statement, signed by a parent or guardian, explaining the reason for the absence or a medical note from the doctor in case of illness.

Arrival and Departure

School begins at 8:00 a.m. Students may enter the building at 7:55 a.m. Students dropped off in carpool will be brought into the building at that time. Any student not in the building at 8:00 a.m. will be considered tardy. Parents must bring students to the office to acquire a late pass and then proceed to walk their children to class. Students are considered tardy if they arrive after 8:00 a.m. and before 10:00 a.m. but still meet the criteria for being present at least ½ day. *Students who are tardy may miss important class work which may affect their grades. Excessive tardiness may adversely affect a student's acceptance to other private schools.*

School ends for elementary school students at 3:00 p.m. Preschool dismissal is at 11:45 a.m. for ½ day students and 3:00 p.m. for full day students. Parents of carpool students left after 3:10 p.m. will be charged an Extended Care drop in fee.

Permit to Leave School

Children are released only to their parents or other persons approved by their parents and listed on the release form in the office. If your child will be picked up by someone not on your list, you must call the office or send a note to your child's teacher. School staff will ask for a photo I. D. for any person not previously on your pick up list. If there are additions or deletions, please make changes in the school office. Please notify the school office if your child needs to leave early. Parents may pick up children in the school office.

Extended Care

Extended hours of care are available in the mornings from 7:00 a.m. – 8:00 a.m. and in the afternoon from 3:00 p.m. – 6:00 p.m. with availability Monday through Friday. **If you are registered for Extended Care on a monthly basis your place is secured.** Early Childhood students have the option of extending their day. If a student is registered for a morning class, additional time may be added from 12:00 noon – 3:00 p.m.

All students arriving for care before 7:45 a.m. must be signed in by their parent.

Fees are as follows: Monthly fee schedules are available through the business office. Students may be registered by having it added to their contract. **All changes must be processed directly through the business office.**

Drop-ins are accepted on a space available basis. Please notify the office ahead of time.

Drop-in fees: 7:00 a.m. – 8:00 a.m.	\$5.00
12:00 noon – 3:00 p.m.	\$20.00
3:00 p.m. – 6:00 p.m.	\$20:00

Payment is due to the business office on the day the service is used.

Late pick up: If parents arrive after 3:15 p.m., students will be in the Extended Care Program and the child must be signed out with the Extended Care teacher. Parents will be assessed a drop-in fee for the afternoon. **If parents arrive after 6:00 p.m., a fee of \$1.00 per minute will be assessed.**

Birthdays

St. Thomas celebrates the life and birth of all students and staff during the school year with a special blessing in Chapel. Arrangements may be made with the teacher about setting a date to celebrate the child's summer birthday. If you wish to provide a special birthday snack for your child's class, please contact the teacher ahead of time. Cakes are difficult to manage, but cupcakes work great! For students in preschool, your child's turn to bring snacks will fall on or close to his/her special day.

We have a special St. Thomas tradition where a child donates a book to the school library on his/her birthday during Chapel. Our school librarian keeps a wish list of suggested titles as well as some carefully selected books to help you avoid duplication and to save time.

Birthday party invitations may be sent through backpack mail if all of the students in the class are being invited. Birthday gifts and thank you cards may not be brought to school unless all of the students in the class were invited to the party. All invitations must be given to the teacher for distribution.

Cell Phones

Students are not to use cell phones while on school property during school hours (7:45-6:00) and on field trips without faculty permission. School personnel reserve the right to ban cell phones while on school trips. Students who violate this policy risk having their phones confiscated.

Change of Address, Phone, or Employment

Notify the school office immediately of any changes to student address and/or phone number, parent employment address, and/or phone number, and cell phone number. Complete and current school records ensure that we are able to reach parents promptly should an emergency arise.

Communications

The school office is open from 8:00—6:00 p.m. (210)494-3509. Messages may be left on the office voice mail (ext. 210 if office staff is on the other line or out of the office when you call. You may also fax us at (210) 494-0678. The school website is www.stthomaskids.com.

Inclement Weather/Emergencies

Weather conditions or emergencies may occur which make it necessary for us to close the school. Television stations in San Antonio will carry school closings or changes in starting and ending times. St. Thomas typically follows Northeast (NEISD) school district for school closings.

KMOL (Channel 4) NBC

KENS (Channel 5) CBS

KSAT (Channel 12) ABC

As required by Texas law, St. Thomas adheres in all fire, safety and health school and building requirements and participates in fire and safety drills monthly.

Backpack Mail

School papers, tuition envelopes, calendars, announcements, newsletters and notices may be sent home in your child's backpack or book bag. Your child's teacher will inform you of procedures at the beginning of the year. Please check your child's book bag or backpack daily. All important documents will be mailed directly to the home address we have on file. The school website will also offer important information about upcoming events and ways to contact your child's teacher.

Classroom teachers may agree to send party invitations home via backpack mail only if every child in the class receives an invitation.

We are constantly striving to keep parents informed of the daily events in the life of our school as well as the exciting extras that make St. Thomas so special. The newsletter of St. Thomas Episcopal Church is also sent home to families monthly to keep parents informed of services and special events.

Preschool students will be issued a St. Thomas school bag when they enter St. Thomas. The cost is \$10.00. Elementary students may bring their own backpacks.

Conferences/Progress Reports

Throughout the year, communication between home and school will be a part of building your child's continuing success. There will be one mandatory conference period in the fall and an optional one in the spring. Progress reports for elementary students are sent midterm of each marking period as needed.

Informal progress reports from teachers concerning academic, social, or any other area needing attention may be sent home at any time. For preschoolers, formal reporting will be accomplished with a combination of parent/teacher conferences and a written report.

Parents of preschool children will receive a written report at the end of the first nine weeks during the mandatory conference. A second written report will be sent home at the end of the school year. Parents are encouraged to request a conference as the need arises.

Teachers of children in kindergarten will use a system of conferences and written evaluations. At the end of the 1st nine weeks a conference and a written report will be the method of evaluation used. A written report card, and possibly a conference, will be used for the remaining grading periods of the year.

Children in first grade will receive narrative grades for academic and citizenship reports.

Children in 2nd – 5th grades will receive a combination of narrative and numeric grades for academic reports as well as citizenship reports. At the end of the 1st nine weeks a conference and a written report card will be the method of evaluation used. A written report card, with the possibility of a conference will be used for the remaining grading periods of the year. A conference may be indicated and called for by either the parent or teacher at any time.

Electronic Mail

Weekly newsletters and other announcements will be sent home via e-mail each week.

Behavior Management

St. Thomas Episcopal School is committed to providing educational excellence in a positive setting. Appropriate behavior and a courteous attitude toward teachers, staff, parents, and other students are expected at all times. If discipline for misbehavior becomes necessary, it will be handled in a fair and positive manner. Disciplinary action will involve teaching students to use decision-making skills effectively and to accept ownership of their behavior. Parents will be notified of their child's behavior and the steps taken to correct it.

Disciplinary Procedure

- Most disciplinary procedures will be addressed by the teacher.
- In the event that the undesired behavior does not cease, the teacher will contact the head of school. A plan will then be developed to help the student recognize his/her behavioral issue and replace it with appropriate behavior.
- Should the undesired behavior continue, a conference with the child, his/ her parents, the teacher, and the head of school will be held to determine further actions.

Lunchroom Behavior

Students are expected to keep their areas clean in the lunchroom. Every student will be expected to throw away his/her own trash.

School Sponsored Trips

Students will have opportunities to represent St. Thomas on numerous school sponsored trips. For this reason, they are expected to exhibit superb behavior. Misconduct that occurs on such a trip will, upon the student's return to school, result in disciplinary action above any steps taken to redirect the student while on the trip.

Illegal Substance/Items Policy

Students who bring illegal substances or illegal items such as, but not limited to guns, knives, needles, or other potential weapons, will be brought to the head of school for immediate disciplinary action. Such action could include suspension or expulsion.

Grading Policy

In order to be consistent in our grading, the following alpha/numeric/narrative codes are used:

FIRST GRADE – FIFTH GRADE

CODES	NARRATIVE	SCALE POINT	ALPHA
E =	Excellent	90 – 100	A
G =	Good	80 – 89	B
S =	Satisfactory	75 – 79	C
N =	Needs Improvement	70 – 74	
	D		
U =	Unsatisfactory	Below 70	F

KINDERGARTEN

E =	Excellent effort and achievement
S =	Satisfactory effort and achievement
N =	Needs more time

Homework Policy

Homework should be given on a regular basis in most of the subject areas. Some approximate times for homework are:

Kindergarten -	10 – 15 minutes a night
1 st Grade -	15 – 20 minutes a night
2 nd Grade -	20 – 30 minutes a night
3 rd Grade -	30 – 40 minutes a night
4 th Grade -	40 – 50 minutes a night
5 th Grade	50 – 60 minutes a night

Standardized Testing

Students in 1st through 5th grades are given the ITBS (Iowa Test of Basic Skills) each spring. Students in 2nd and 4th grades are also given the CoGAT (Cognitive Abilities Test).

Health

St. Thomas Episcopal School is required by the Texas Department of Protective and Regulatory Services to have on file an updated health certificate, signed by the child's physician, and an emergency form.

Children who are ill may NOT be sent to school. Children exhibiting a rash, vomiting, elevated (above 100 degrees) temperature, any signs of a contagious disease, or other symptoms must remain at home. Children may not return to school until after they have been well for 24 hours or have a medical release from a doctor. If your child becomes ill with a communicable disease, please contact the school immediately so that we may notify other parents.

Children at school are expected to follow the full program and outdoor play.

Medications

Medications will be administered to a child only under the following conditions:

1. Medications must be in the original prescription bottle with the label intact. Pharmacies will provide extra bottles on request.
2. Instructions must be written on school forms including the date and time to be administered and signed by the parent/guardian.
3. Outdated medication will be disposed of if not claimed by parents.
4. Parents must walk the medication in to the school nurse. **PLEASE DO NOT SEND ANY MEDICATIONS IN SCHOOL BAGS.**
5. We strongly encourage parents of children with allergies or asthma to leave EpiPens, asthma treatment materials, and inhalers with the school personnel.
6. Medications must be approved by the FDA and prescribed by a physician licensed to practice in the state of Texas.

Student records for medications dispensed will be kept in student files.

Pesticides

STES has a policy to provide guidelines for the application of pesticides in those areas where school children, parents, and faculty have access. Adherence to these guidelines will preclude human exposure to the effects of pesticides. Companies applying pesticides will only use pesticides approved by the Texas Department of Education and only trained personnel will apply pesticides. Pesticides will be applied so that students will not be exposed to residual chemicals.

Physical Education

If a student must miss physical education activities, a note signed by a parent or guardian is required. If the excuse is for more than 3 days, a statement from a medical doctor is required.

Vision and Hearing Screening/Diabetes Screening

Chapter 36 of the Texas Health and Safety Code requires that all children enrolled for the first time in any public, private, parochial or denominational school, or Texas Department of Protective and Regulatory Services licensed childcare facility in Texas, or who meet certain grade criteria (specified below), must be screened or have a professional examination for possible vision and hearing problems. In the latter case, proof of professional examination must be in our files.

Vision and hearing screening is provided in the fall for all 4 year olds, kindergarten, 1st, 3rd, and 5th grade students and any other first time entrants.

Texas State law mandate a screening for 1st, 3rd, and 5th grade students for Type II diabetes. This will be performed during the school year.

Food at School

Lunches

Students may bring lunches from home or purchase them from the school lunch program.

Menus will be sent home prior to the beginning of a new month. You may make your selections at that time. Milk coupons may be ordered using the menu form or through the office. Because the school shares space with the church, we occasionally have to serve lunch in the classrooms.

Students who do not have a lunch will be given a peanut butter and jelly sandwich and the parents will be billed.

Snacks

Elementary teachers prefer snacks that are individually wrapped. All donations are appreciated. All children in preschool will take turns providing a daily snack. Teachers will provide a monthly calendar in the newsletter indicating the child's turn to bring snack. PLEASE SEND NUTRITIOUS SNACKS.

The school will provide water for snack time. During the extended care portion of our program (3:00-6:00) a nutritious snack is served around 4:00 p.m.

Field Trips

We make full use of the excellent educational, cultural, and scientific resources available in San Antonio as a way to enhance learning. We bring in special guests such as Majik Theatre, Institute of Texan Cultures, Mobile Dairy, Fire Department, etc. In addition, appropriate field trips may be planned for GOT and the elementary school. Parents will be informed in advance of all field trips. Parental permission is on file in the school office on the “Triple Release Form.” There are some extra costs associated with field trips, but they generally do not exceed \$10. Teachers will send information regarding lunch plans and proper uniform for each field trip. **Children and siblings who are not enrolled at St. Thomas are not permitted to attend field trips.**

Fundraising

Tuition at St. Thomas funds approximately 85% of the total educational costs during the year. Our annual fund allows us to provide even more enriching, exciting programs for our children. Participation in these events provides necessary funds for various budgeted items. We have several ways to contribute to our annual fund.

- **Gala**—Normally in the spring and features dinner, live and silent auctions, children’s classroom crafts, raffle, and so much more! Don’t miss this evening of fun and fellowship! Corporate sponsorships (tables) are encouraged, as well as donations of items or services for the auctions.
- **Jeremiah Fund**—Contributions are tax deductible. Our “Jeremiah Fund” drive will take place in the fall. Parents and friends of St. Thomas are invited to partner with us through financial contributions. All annual fund supporters and volunteers are invited to special events throughout the year.
- **Others**—Book Fairs, magazine sales, yearbook pages...all of these fundraisers enhance the programs at St. Thomas.

Library

If a library book is not returned, the librarian will send a note home that will include the book’s title and replacement cost. All books must be returned and fees paid before the end of the school or the release of transcript.

Parent/Teacher Fellowship

One of the St. Thomas Episcopal School’s major strengths is the great interest the parents have in the success of their children’s learning experiences and ultimately, the success of the school. The Parent teacher Fellowship (PTF) is an organization made up of St. Thomas parents and teachers. These parents mobilize to staff fundraisers, work in the

library, serve as homeroom parents, organize special events, work in the school office, and so much more.

All parents are encouraged to choose several activities throughout the year that would interest them and help the school accomplish important goals. Volunteer positions are available on a one time only, daily, weekly, monthly, or seasonal basis. There is truly something for everyone.

Homeroom parents contact each family at the beginning of the year to determine which areas parents are willing to commit to volunteer hours. Virtually all St. Thomas events are staffed by and organized by parent volunteers and school staff.

Pictures

Individual and class pictures are taken in the fall.

Rest Time/Naps

Preschool students who stay for afternoon enrichment will have a rest time. The students may bring a small beach towel or blanket for rest time. Kindergarten students will have a quiet rest time each afternoon. Please label everything.

Safety Patrol

Students in the 3rd through 5th grades who exhibit qualities of good leadership and reliability will be invited to serve as members of the Safety Patrol. Traditionally, these students are used at car pool times during the morning arrival time and the afternoon dismissal to assist younger students getting in and out of cars.

Sexual Harassment & Reporting Child Abuse

St. Thomas adheres to the sexual harassment policy of the Episcopal Diocese of West Texas. All school and church personnel are trained in appropriate adult/child relationships using “Safeguarding God’s Children.”

Requirement of Reporting

The law **requires** any person who believes that a child, or person 65 years or older, or an adult with disabilities is being abused, neglected, or exploited to report the circumstances to The Department of Family and Protective Services (DFPS). A person making a report is immune from civil or criminal liability provided they make the report in good faith, and the name of the person making the report is kept confidential. Any person suspecting abuse and not reporting it can be held liable for a Class B misdemeanor. Time frames for

investigating reports are based on severity of allegations. Reporting suspected child abuse makes it possible for a family to get help.

Definition of Child Abuse, Neglect and Exploitation

The definition of “child abuse” and “neglect” are very broad. Chapter 261.001 of the Family Code provides the legal definitions of those terms.

Contact information for the Texas Department of Family and Protective Services is 3635 SE Military, San Antonio, TX 78223.

The website is www.txchildcaresearch.org.

210-337-3399 Child Abuse Hotline 1-800-252-5400

Parents do have the right to review Minimum Standards and the school’s most recent licensing report.

School Board Policies

The school board meets at 6:30 on the second Monday of every month. In the event that a regularly scheduled school board meeting falls on a school holiday, the meeting will be moved to the next available day during which the school is in session. If this second date is unavailable, board members will decide on the best available date at the previous meeting. Any member of the St. Thomas community is welcome to attend open sessions. From time to time, the board must go into executive session to discuss sensitive issues. These sessions are not open to any guests.

The school board for St. Thomas welcomes guests and encourages input from all members of the school community. To ensure that guests who wish to offer their thoughts can be heard, the board will adhere to the following policy:

- Individuals who wish to speak at a regularly scheduled board meeting must notify the board chair or the head of school by noon of the Wednesday prior to the meeting. Such a notification will make sure these individuals will be placed on the agenda.
- The board chair will set the amount of speaking time for each individual. Guests will be heard when the board chair calls on them.
- In the event that a large group of individuals who share the same concerns appears at the meeting, the board president may ask for a representative to speak for the group.

- Further discussion from guests who are not on the agenda or who have used their allotted time will be discouraged unless the board chair decides to allow their input.
- Input received from guests will be considered informational only. The school board will certainly note concerns and ideas of its guests, but it reserves the right to make decisions based on the information as it deems best.
- The board chairman reserves the right to cancel remaining speaking time of any individual whose comments become personal or otherwise unproductive.
- The board may go into executive session at any time to discuss sensitive matters including personnel issues, security devices, matters pertaining to students and/or families, issues that require legal counsel, donations or gifts to the school, and property needs.

Tiger Connection Community Education

St. Thomas provides an enrichment program for our students and the surrounding community. St. Thomas students are given preference, but the program is available to the public.

Programming consists of classes which take place on a semester basis. Classes and activities such as piano, guitar, violin, voice, recorder, karate, gymnastics, ballet, tap, jazz, science, art, crafts, cake decorating, tutoring, phonemic awareness, sewing, quilting, CPR/First Aid and more are offered throughout the year.

There are three catalogs per year. Catalogs are sent home via backpack mail. You may also request one through the school office.

Tuition

Tuition is due and payable at the beginning of each month. Following the initial contract payment, envelopes labeled with your child's name will be sent home with your child. At the beginning of the next month, simply return the tuition payment in that envelope. After the 10th of the month, a late fee of \$25 will be charged.

In the event there is a failure to pay the required tuition according to the previously agreed upon payment schedule, the following actions will be taken to collect funds:

1. When an account is 45 calendar days past due, the school's business manager will send a letter to parents requesting payment.
2. After 60 calendar days, the school's business manager will send a second letter requesting payment. The parents will also be required to meet with the head of school to discuss available options.
3. After 75 calendar days, the school board and head of school will discuss options for retrieving late tuition.

4. Upon receiving vestry approval, the school will pursue all available legal options to claim unpaid tuition.

Visitors

You are welcome to visit the campus at any time. **All visitors must check in at the school office** to receive a Visitor's Badge. Please return the badge and sign out at departure. All school personnel will wear identification badges during school hours.

Dress Code

Preschool

Preschool students must wear clothes appropriate for a busy day. They must wear close toed and healed shoes. For student safety, footwear that is like sandals, flip flops, and crocs are not allowed.

Students in grades K-5 are required to wear uniforms.

Free Dress Day

The first Wednesday of each month is a free dress day. Students may wear street clothes that are appropriate for a Christian school. **They may not wear tops with spaghetti straps, show midriffs, or wear too short bottoms. They must have tennis shoes for P. E. and playground.**

Friday Spirit Day

All K-5 students may wear Tiger tale or other St. Thomas t-shirt and nice jeans or jean shorts. Shirts are to be tucked in and uniform belts are to be worn.

Uniforms

Uniforms may be purchased from Dennis Uniforms on 431 Isom Rd, #101.

Boys

Daily Uniform—Navy pants or shorts, red polo, **white undershirt (optional)** plain black belt, white crew socks (mid-calf length) all white tennis shoes*

Dress Uniform—Navy pants, white dress shirt, navy and red striped tie (from Dennis only) with school logo, plain black belt, black shoes from Dennis, navy crew socks (mid-calf length)

Girls

Daily Uniform—Navy skort or pants, white tights with the skort for cold weather, plain black belt, midi blouse with tie, white ankle socks, all white tennis shoes*

Dress Uniform—Dress skirt, midi blouse with tie, knee high socks or white tights, navy and white saddle oxford shoes

Dress uniforms will be worn every Tuesday in conjunction with the weekly flag ceremony, on appropriate school trips, on days when the Holy Eucharist is observed, on picture days, and on other days that may be deemed appropriate.

Cold Weather Options

Outerwear—A variety is available with the supplier and must have the embroidered school logo. A white turtleneck may be worn under the uniform shirt.

*Daily uniform shoes may be purchased from Dennis or from another source, but must be 100% white including logos, trim, and laces.

WRITE YOUR CHILD’S NAME ON EVERY ITEM WITH A PERMANENT MARKER.