



St. Luke's School **Family Backpack**

2016 – 2017



Dear SLS Families,

Indian spiritual leader, Sai Baba wrote: “A house must be built on solid foundations if it is to last. The same principle applies to man, otherwise he too will sink back into the soft ground and become swallowed up by the world of illusion.” The stability of our expansion directly depends on the quality of the foundation laid last summer. The ability of our children to realize their dreams is equally dependent on the strength of the ground we lay as parents and educators.

After days of conversations with architects and builders about foundations physical, it is good to talk to parents and educators about foundations emotional. We can be thankful for a liberal Episcopal identity that emphasizes: inclusiveness, open inquiry and reasoned debate, a belief in the sacredness of all things, and a fierce determination to work in concert for a greater good. All of this is made manifest through our mission and our standards: dignity, honesty, respect, excellence, and compassion.

We have been examining ways to improve communication. One innovation is our new St. Luke’s Family Backpack. This document serves as a roadmap for the year. Explore the list of annual events on our “Events at a Glance” page. Learn more about volunteering with classroom projects within “Getting Involved,” or supporting our vision on our “Giving at St. Luke’s School” page. Should you have any questions or feedback, our doors are always wide open.

It is a gift and a blessing to be part of a community where individually and collectively we try our hardest to support the children we serve and the community we cherish. In many ways, the walk off of Hudson Street, through the gardens and by the church, reaffirms us in this goal as we transition from the hazards of a haphazard world to the sanctuary of common concern and caring.

May it always be so,



Bart Baldwin
Head of School

WHAT’S INSIDE

- 3 FAQs
- 4 Events at a Glance
- 6 Getting Involved
- 8 Communication at St. Luke’s School
- 10 Arrival & Dismissal
- 11 School Map & Locations
- 12 Giving at St. Luke’s School
- 13 Construction Update

FAQs

FAMILY HANDBOOK

The St. Luke's School Student and Family Handbook is a valuable resource for our families. We encourage each family to read the handbook thoroughly as it informs families of important school details and covers all policies and procedures the school and its families adhere to. Copies of the handbook are available in the August mailing or on our website at www.stlukeschool.org/resources.

DRESS CODE

St. Luke's students are not required to wear a uniform to school. Students should wear clothes that are comfortable, age-appropriate, neat, and clean. Jeans, shorts, t-shirts, and skirts of appropriate length are permitted at St. Luke's. Students should not come to school in ripped or torn clothes; clothes with pictures or writing that would offend or hurt the feelings of others; clothes of extreme cut or fit (including 'spaghetti straps' for girls); or clothes that promote alcohol, tobacco, or illegal products. Hats are removed inside the school buildings. If you would like to purchase clothing with the St. Luke's School logo, please visit www.landsend.com and enter the number 900141714.

ID BADGES

All adult members of the St. Luke's School community – parents, caregivers, faculty and staff – will be required to display a St. Luke's School ID to the front office personnel upon entry and wear it while in the building or on school grounds, including the playground. This includes drop-off and dismissal as well as times when parents and caregivers may be attending performances or supervising on the playground. Anyone without her or his St. Luke's School ID will be required to report to the office to be issued a visitor pass and asked to show a picture ID.

SCHOOL LUNCH

St. Luke's School is partnering with Butterbeans (www.butterbeanskitchen.com) to provide a voluntary hot lunch program for our students. Students may participate in the hot lunch program or bring lunches from home. Students may sign up for the lunch program for the year, on a monthly basis, or on an as-needed basis. St. Luke's is a peanut-sensitive and nut-aware school; therefore, peanuts are prohibited, and nut products are highly discouraged in the school, and may be prohibited in some classrooms.

HEALTH FORMS AND REGISTRATION

Health forms and an online registration link were sent to parents in May. Students must have updated health and immunization records with the school nurse. These may be completed on a rolling basis based on the student's birthdate. The online registration and parent consent forms *must* be submitted before the start of the school year. Students may not participate in physical education or recess until these forms are submitted.

ADMINISTRATIVE TEAM

- ▶ **Bart Baldwin**
Head of School
bbaldwin@stlukeschool.org
- ▶ **Mary Ann Hoffman**
Lower School Head
mhoffman@stlukeschool.org
- ▶ **Lyn Spyropoulos**
Upper School Head
lyns@stlukeschool.org
- ▶ **Jocelyn Bowman**
Director of Advancement
jbowman@stlukeschool.org
- ▶ **Brenda Bramble**
Administrative Assistant
bbramble@stlukeschool.org
- ▶ **Peggy Chen**
Director of Administrative Services
pchen@stlukeschool.org
- ▶ **Cheryl-Ann Eccles**
Nurse
nurse@stlukeschool.org
- ▶ **Alfonso Espinal**
Technology Coordinator
aespinal@stlukeschool.org
- ▶ **Birgitta Hanan**
Chief Financial Officer &
Chief Operations Officer
bhanan@stlukeschool.org
- ▶ **Susan Harriot**
Director of Admissions & Enrollment
sharriot@stlukeschool.org
- ▶ **Victoria Jacobi**
Assistant Business Manager
vjacobi@stlukeschool.org
- ▶ **Jennie Leung**
Controller
jleung@stlukeschool.org
- ▶ **Clint Rataczak**
Director of Development
crataczak@stlukeschool.org
- ▶ **Marilyn Schiller**
Assistant to the Heads of School
mschiller@stlukeschool.org
- ▶ **Jessica Soo**
Director of After School Program
jsoo@stlukeschool.org
- ▶ **Lauren Stewart**
Manager of Communications,
Diversity & Inclusion
lstewart@stlukeschool.org
- ▶ **Sara Ventre**
Nurse
nurse@stlukeschool.org

Events at a Glance

Throughout the year, St. Luke's hosts a variety of events designed to celebrate our growing community and support the school. Many of these events are what make the St. Luke's experience so unique. We invite you to mark your calendars and join us for our exciting annual events!

CHAPEL AND MEDITATIONS

Mondays, 8:30 a.m. – Grades 5-8 (Meditation)

Wednesdays, 8:30 a.m. – Grades 5-8 (Chapel)

Wednesdays, 10:45 a.m. – JK-Grade 1 (Chapel)

Wednesdays, 11:05 a.m. – Grades 2-4 (Chapel)

Thursdays, 8:30 a.m. – Grades 2-8 (Eucharist)

Chapel is a special time set aside for all members of the school community to gather in the church for prayer, song, reflection, and celebration. Chapel services at St. Luke's School follow the Episcopal liturgy, adapted to the changing needs and traditions of an interdenominational student body and faculty.

MENTIONS AND CONVOCATION

Fridays, 8:35 a.m. – JK-Grade 4 (Mentions)

Fridays, 8:30 a.m. – Grades 5-8 (Convocation)

This is a time for our students to meet together. Both Mentions and Convocation celebrate the work of the students, discuss community and current events, and includes weekly "sharing" and announcements. Parents are welcome to attend.

CLASS COCKTAIL PARTIES

Various Dates

Evening cocktail parties are held for each grade and hosted by a parent in the grade. This is a great time to meet parents in your grade. These are adult only events. Join fellow parents for some hors d'oeuvres and drinks.

CLASS PRESENTATIONS

Various Dates

Each grade from Kindergarten to Grade 8 gives a special presentation during the school year. Presentations may include readings, dances, musicals, art shows, etc. Dates and details are provided by the class teachers.

CURRICULUM NIGHT AND PA WELCOME RECEPTION

September 21, 6:00-8:00 p.m. – Upper School

September 29, 6:00-8:00 p.m. – Lower School

Back to school! During curriculum night, all parents will have time in their children's classrooms for presentations and Q&A with the teachers. We end each of the nights with a time for parents to meet and mingle with appetizers and wine provided by the Parents Association. Please note: this event is split by grade into two nights – one for the Lower School and one for the Upper School.

FAMILY PICNIC

September 24, 12:30-2:30 p.m.

All parents, students and extended family are invited to attend our Family Picnic hosted by the Diversity & Community Building Committee in the St. Luke's playground.

HALLOWEEN DANCE

October 28, 5:30-7:30 p.m.

All students, parents, and family are invited to the Halloween Dance. Students and parents alike dress up in Halloween costumes and enjoy delicious treats while dancing the night away. Parents help decorate the day of the dance and prepare baked goods for all to enjoy.

Events at a Glance (CONT.)

CHRISTMAS FAIR

December 3, 10:00 a.m.-4:00 p.m.

All parents, families, friends and the West Village community are invited to attend this annual event. Parents spend the week of the fair transforming the halls, dining room, gym, and lower level rooms into a Christmas wonderland. The Christmas Fair consists of activities such as an Elf Spa, bounce houses, magic shows, a carnival room, and more. Serving as the St. Luke's School Parents Association's primary fundraiser, each year the Christmas Fair raises thousands of dollars which are donated to the school's scholarship fund and to enrich our academic program.

LESSONS AND CAROLS

December 16, 10:00-11:30 a.m.

Parents are invited to join us for our Lessons and Carols service. In celebration of Christmas, students sing a selection of hymns and songs as Grade 8 students recite passages in different languages. Students are dismissed immediately after the service.

DIVERSITY FAMILY DANCE

Date TBD

Every year the Diversity & Community Building Committee chooses a country to celebrate for the Family Dance. All students and parents are encouraged to dress in appropriate cultural attire. The Dining Room and Gym are transformed and filled with cultural décor. We enjoy delicious food over dinner, activities and lots of dancing.

SPRING BENEFIT

ADULTS ONLY

Date TBD

This is our annual fundraising event. Parents, friends, and guests are invited to dress up and attend, enjoying an evening of appetizers, drinks, a silent auction, and a live auction. Parents are asked to obtain auction items to help raise money for the school. This event is a highlight for parents, faculty and staff each year. The funds from the evening go to support the school's scholarship fund.

GRANDPARENTS' AND SPECIAL FRIENDS' DAY

JK-GRADE 4

April 29, 8:30-11:00 a.m.

While our Upper School students are away at Camp Mason, each of our JK to Grade 4 students invites one or two grandparents or special friends to join them for a special program and time in the classroom. The students along with Mr. Nahass sing a series of songs for our guests. After the presentation, students and guests proceed to the classroom for an activity. The morning ends with a final presentation in the chapel. Our parents are invited to join us for the dress rehearsal the day before. JK-Grade 4 students will be dismissed following the chapel presentation.

JOG-A-THON

GRADES 3-8

May 19, 1:00-2:00 p.m. (tentative upon approval of permit)

Each year, the students raise money for an organization through the Jog-A-Thon. Money is raised by the number of laps or time run. The Grade 3-8 students and teachers walk over to Pier 40 and run laps around the field. Faculty and parents cheer them on along the sidelines.

COMMENCEMENT

GRADES 5-8

June 14, 11:00 a.m.-12:00 p.m.

This is a celebration of our Grade 8 students as they prepare to enter high school. The commencement ceremony is a time to celebrate each child's hard work, dedication, and perseverance. Students, family, and friends of the graduates are invited to join us for a reception in the Dining Room immediately following the ceremony.

STATE OF THE SCHOOL DINNER

November 16, 6:30-8:30 p.m.

During this informal dinner, Bart Baldwin will update our parents, faculty, and staff on program updates, construction progress, and accomplishments toward our strategic plan. We hope that all will join us for this informative community event.

Getting Involved

We know that all of our parents are busy with the demands of everyday life. We also know that even a small contribution of your time and energy can foster a vibrant and nurturing educational environment for your children. Volunteering is an opportunity to share your gifts and support our community in a meaningful way.

To learn about volunteer opportunities for the new school year, we welcome all parents to join us for the first Parents Association (PA) meeting on Tuesday, September 20. Please note that parents may leave their children in the After School Program free of charge by emailing afterschool@stlukeschool.org in advance and indicating that they are volunteering for the PA.

PARENTS ASSOCIATION

COMMITTEES

Diversity & Community Building Committee:

Offering educational programs such as discussion forums and book chats, this committee helps to educate and enlighten the entire parent community on issues of diversity and multiculturalism.

Library Committee: An invaluable and dynamic committee of parent volunteers assists the school librarian throughout the year as needed.

Outreach Committee: This committee sponsors an annual bake sale to raise funds and school-wide collections for items such as coats, toiletries, books, and food. Collected donations are sent to local, national, and international organizations.

CLASS REPRESENTATIVES

Service as a class representative is one of the important ways that parents can develop a positive relationship and strengthen communication between parents and the school. Representatives help create a sense of community among parents by communicating the news of the PA, publicizing events, enlisting parental support and involvement, and coordinating the annual class cocktail party.

EVENT HELP

Parents are invited to assist with all aspects of event planning for the following events:

- ▶ PA Welcome Reception
- ▶ Family Picnic
- ▶ Halloween Dance
- ▶ Christmas Fair
- ▶ Family Dance

VOLUNTEER GUIDELINES

We truly appreciate all the help that our parents give to the school. It is such a testament to the community of St. Luke's. We do ask our parents to follow a few guidelines which will help us ensure a non-disruptive learning environment:

- ▶ Please sign yourself in and out with the front office. In this way, the front office knows who is in the building, and you can be found if needed.
- ▶ If you are volunteering at school, please try to minimize your work to one designated area.
- ▶ We ask that parents who are volunteering not to visit their child's classroom or to be in other parts of the school building.

Getting Involved (CONT.)

TEACHER APPRECIATION

Our faculty and staff are an invaluable resource to the school and parents often find creative ways to serve and appreciate them. The school offers two opportunities for the parent community to come together to thank our teachers:

CHRISTMAS WISH LIST

As part of the Christmas Fair, teachers have the opportunity to request special items for their classroom. These 'wishes' are posted on a bulletin board in the front hallway and parents may fulfill them by signing up for one or more items. Parents are asked to write a check to the school to cover the cost and the school will order and purchase the item to gift to the teacher.

FACULTY AND STAFF YEAR-END APPRECIATION GIFT

At the end of each school year, the PA collects funds and then gives each faculty and staff member a generous gift card from Amazon. We encourage parents to participate in this collection so that all teachers and staff may be recognized rather than purchasing and giving individual gifts.

OTHER WAYS TO GET INVOLVED

SPRING BENEFIT

The Spring Benefit is a major fundraising event supporting the school's tuition assistance program and other special projects. A parent committee assists with publicity and invitations, entertainment, auction, set-up, and all elements of this festive event.

JUNIOR KINDERGARTEN AND KINDERGARTEN LUNCH SERVICE

The JK and Kindergarten students have lunch in their classrooms. One parent per lunch is needed to help serve the hot lunch option. This includes manning the lunch cart in the classroom, serving the students milk, and helping monitor the classroom during lunch. This is a great way to be involved in your child's class, and the kids love it when their parents are in the classroom. Sign-ups are available at orientation and are coordinated by class representatives.

CLASSROOM SHARING

Our parents are one of the school's greatest resources. We recognize that our parents come from many different backgrounds in terms of culture, race, jobs, and experiences. If you are interested in sharing or giving a presentation to your child's class, please speak with the classroom teacher. Our teachers are always happy to have parents share their expertise and experiences if the topic fits into their schedule and curriculum.

COME CELEBRATE THE UNITY IN OUR COMMUNITY!

The St. Luke's Diversity & Community Building Committee (D&CB) cannot wait to see you at this year's events!

> September 24, 2016

Family Picnic

> November 3, 2016

Diversity & Community Building Parent Workshop

> January 16 – January 20, 2017

National No Name-Calling Week

> April 18, 2017

Diversity & Community Building Book Club

> May 18, 2017

Diversity & Community Building Parent Workshop

We look forward to growing with you, as a parent and as a professional. If you would like to learn more about an event, please reach out to Lauren Stewart, Manager of Communications, Diversity & Inclusion (Lstewart@stlukeschool.org) and Abbey Mather (diversity@stlukeschool.org), Co-Chair of the Diversity & Community Building Committee.

Sincerely,

Abbey Mather

Nef Vernon

Lewis Flinn

Co-Chairs, D&CB



Communication at St. Luke's School

We believe that communication is key to a successful community at St. Luke's School. While we have the many channels listed below, we want each member of our community to know that our doors are always open, and we welcome your feedback on how we can better serve you.

SCHOOL DIRECTORY

A copy of the school directory is provided to each family and is also available upon request from the front office. The St. Luke's School parent directory is produced for the convenience and use of St. Luke's School families only. The directory and the information contained in it are the property of St. Luke's School, and it should not be distributed or shared in any manner.

SCHOOL TO FAMILY

Each Friday afternoon, the school sends out a Friday newsletter from the Head of School to all families. The newsletter contains important information and upcoming event dates and details. We ask that all families read the newsletter in order to be abreast of school news. The newsletter also can be found at www.stlukeschool.org/newsletter.

SCHOOL TO COMMUNITY

The school's publication, *The Wingèd Ox*, celebrates, recognizes, and shares what is happening at St. Luke's School with our broader community. If you would like a grandparent or friend to be added to the distribution list, please contact communications@stlukeschool.org.

TEACHER TO FAMILY

One of the most critical pieces of the student's education is a working relationship between the teacher and parent. Each teacher communicates with parents on an individual basis in a variety of ways. For the Lower School, a class newsletter is emailed or sent home every Friday. We ask that you read these for updates and important information pertaining to the class and upcoming activities.

Teachers are available on a daily basis through email and phone. We encourage parents to use email if possible as it allows for teachers to respond more easily with their instructional schedules. Due to each teacher's instructional schedule, phone calls during the school day will be directed to their voicemails. Please schedule a phone conference or meeting with the teacher for any issues that require a conversation. Please remember that during instructional teaching times, teachers are focused on their classes, so you can expect a response within 24 hours.

The Lower School has two parent-teacher conferences, and the Upper School has one during the school year. Conferences take place in the fall and spring. Parents will have a chance to sign up online for conference times.

St. Luke's also sends out report cards to communicate student progress three times a year for the Upper School and two times a year for the Lower School.

Communication at SLS (CONT.)

ONLINE TOOLS

WEBSITE

The school's website (www.stlukeschool.org) includes school calendars, the lunch menu, After School Program details and registration, Admissions, and curriculum, etc. Please feel free to contact communications@stlukeschool.org with website questions or concerns.

ST. LUKE'S APP

There's an app for that! The St. Luke's School app allows easy access to the calendar, faculty directory, lunch menu, and much more. Visit the App Store today, search for St. Luke's School, and look for the Wingèd Ox icon. *Available only for iPhone, iPad, and iPod touch.*

FACEBOOK

Connect with our school using the "St. Luke's School – NYC" Facebook page for photos, reminders about activities, and goings on in the school. Alumni, reconnect with our alumni community by liking [@stlukesalumnyc](https://www.facebook.com/stlukesalumnyc) on Facebook.

CALENDARS

All school and athletic events are listed on www.stlukeschool.org/calendar. Sign up for reminders using the Alerts button or subscribe to the iCal feed in order to have school events sync to your own calendar.

GOOGLE APPS

All Upper School parents are given a school email through Google in order to sign into Google Apps. Google Apps allows parents to access classwork, homework, projects, and details shared by each Upper School teacher.

STUDENT BILLING (GENERAL AND TUITION)

The school uses TADS (www.tads.com) for all student billing and tuition payments. Please check your TADS account to ensure that all payments are updated. TADS is also used for re-enrollment each year. If you have any questions about charges, please contact the Business Office at businessoffice@stlukeschool.org.

REGISTRATION AND ONLINE FORMS

Student registration and health forms are required for each child. Each of these may be found at www.stlukeschool.org/backtoschool. Parents may also register their child for the After School Program at www.stlukeschool.org/afterschool.

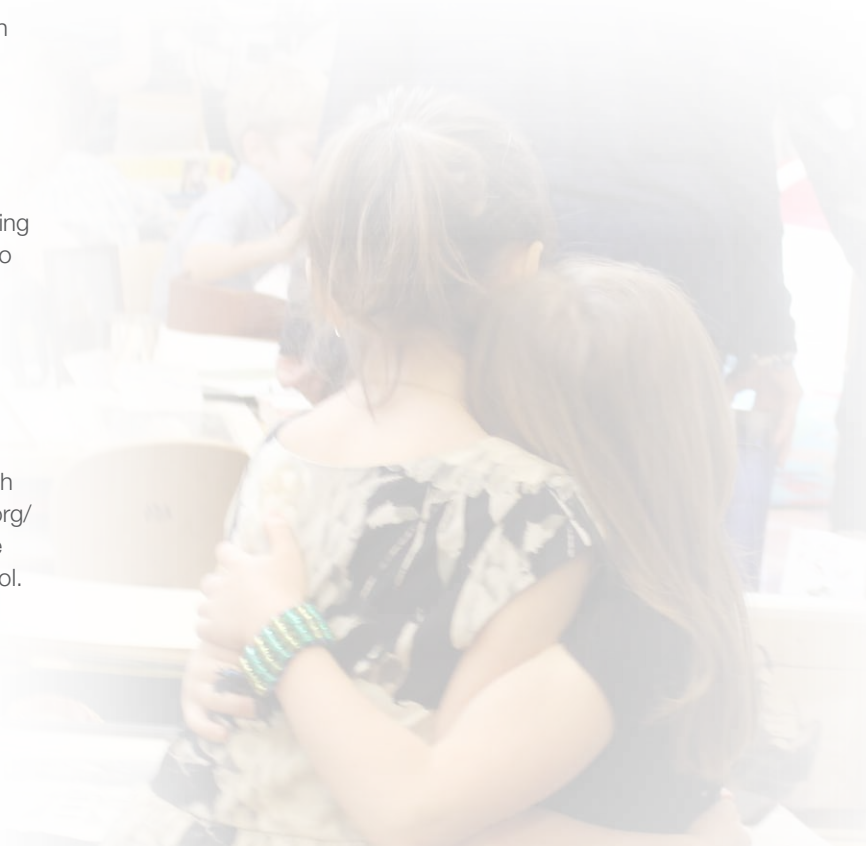
EMERGENCY ALERT SYSTEM

In the event of a weather-related closing, parents will be notified through our emergency robocall system. Our notification system will use the information we have on file to alert you to school-wide information or emergencies such as school closings due to snow.

PARENTS TO SCHOOL

We highly encourage communications between parents and the school. To help with communications, below is a list of emails for your use:

- ▶ For classroom questions, please contact the student's teacher directly.
- ▶ To report an absence or provide changes to a child's pick-up, please email both office@stlukeschool.org and the student's teacher.
- ▶ To provide change of address, emergency contacts, or pick-up information, please see the link on the weekly school newsletter.
- ▶ For general school questions, please email office@stlukeschool.org.
- ▶ For health details and questions, please email nurse@stlukeschool.org
- ▶ For Parents Association questions, please email pa@stlukeschool.org.



Arrival & Dismissal

In order to ensure a safe environment for all our students, please review the following procedures and reminders.

SCHOOL HOURS

MONDAY - THURSDAY

Junior Kindergarten 8:30 a.m. - 2:30 p.m.

Kindergarten, Grade 1, 2 & 3 8:30 a.m. - 3:00 p.m.

Grade 4, 5, 6, 7 & 8 8:30 a.m. - 3:20 p.m.

FRIDAY

All Grades 8:30 a.m. - 2:30 p.m.

STROLLERS

Strollers are not allowed in the school building during arrival and dismissal. Please park strollers by the main gate or at the windows by the front office.

ID BADGES

All adult members of the St. Luke's School community – parents, caregivers, faculty and staff – will be required to display a St. Luke's School ID badge at all times. This includes drop-off and dismissal. Anyone without her or his St. Luke's School ID badge will be asked to show a picture ID at the front office in order to receive a visitor pass.

CELL PHONE POLICY

We ask that cell phone use be limited while on school grounds. If a parent or caregiver is supervising a student on the playground, we ask that cell phones be turned off and only used for emergencies.

PARKING PASSES/SIGNS

There are no designated parking areas around the school grounds. Parents may request a parking sign to place in the window/dashboard of the car from the front office. This pass only states that a child is a student at the school. It does not guarantee that the car will not be towed or ticketed. Parents use these signs at their own risk.

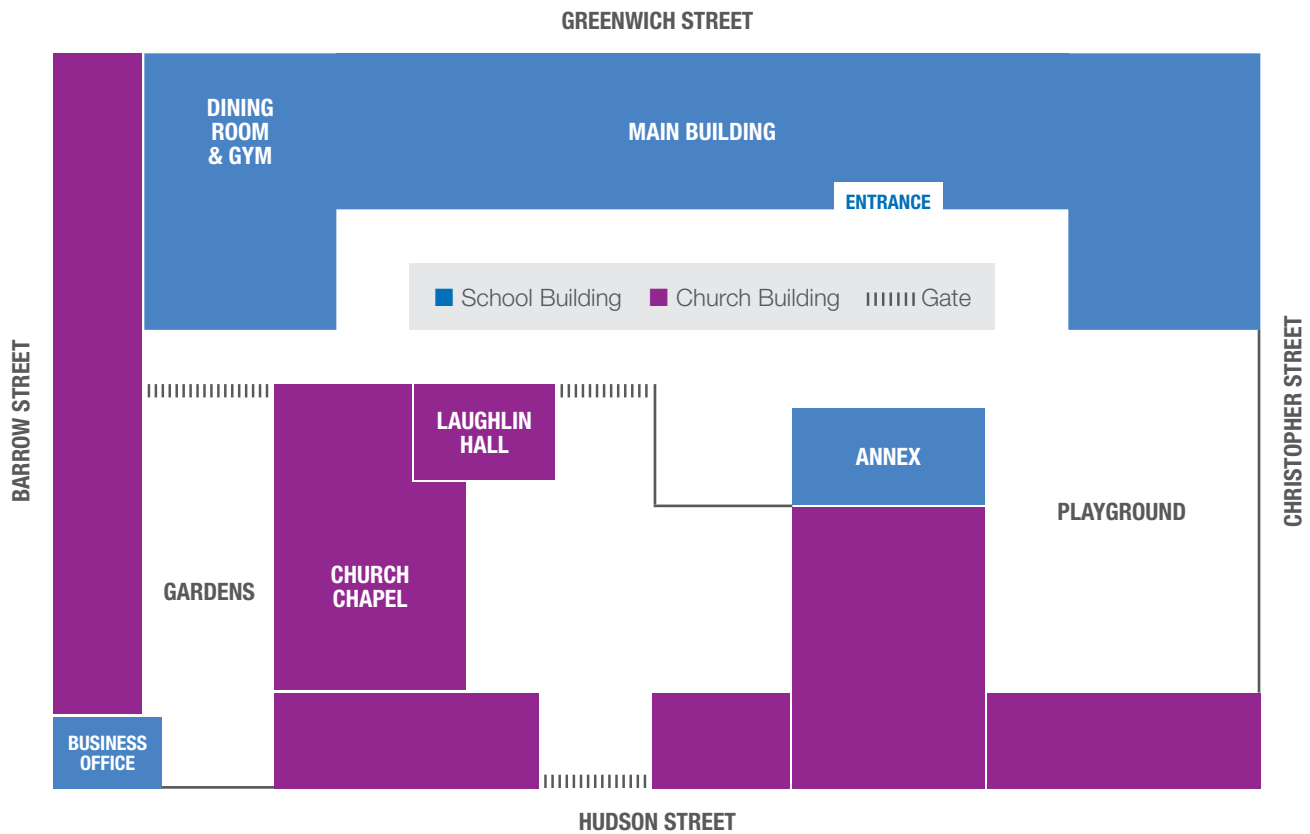
MORNING DROP-OFF REMINDERS

- ▶ The main gate opens at 8:00 a.m. and closes at 8:45 a.m. Only Grade 8 students may enter the school building and use the Dining Room between 8:00 to 8:20 a.m.
- ▶ In case of rain, the Dining Room will be open for students and parents between 8:00 to 8:20 a.m.
- ▶ Students and parents are allowed to enter the school building and proceed to classrooms at 8:20 a.m. after the bell is rung.
- ▶ Students are considered late anytime after 8:30 a.m. If a student is late, he or she must check in with the front office and take a late pass. The late pass informs the teacher that the student has signed in with the front office.
- ▶ All parents are asked to leave the school building by 8:30 a.m. If a parent has a scheduled meeting with a staff or faculty member, the parent should sign in with the front office before proceeding to the classroom or office.

AFTERNOON PICK-UP REMINDERS

- ▶ The main gate opens at 2:30 p.m. and closes at 3:45 p.m.
- ▶ JK, Kindergarten and Grade 1 may be picked up at the outside classroom doors. Grades 2 and 4 may be picked up by the Dining Room doors. Grade 3 may be picked up by the front office. Upper School students are dismissed of their own recognizance. If an Upper School student is being picked up, he or she may be picked up by the statue of Mary.
- ▶ At dismissal, the Dining Room is used by the After School Program and is off limits to parents and caregivers.
- ▶ The playground opens at 3:00 p.m. Parents and students are welcome to use the playground area. All students who are not part of or signed into the After School Program may be on the playground area only if he or she is supervised by a parent or caretaker. An adult must be present.

School Map & Locations



LOCATIONS

LOWER SCHOOL

JK	Main Building, First Floor
KS	Main Building, First Floor
KL	Main Building, First Floor
1F	Main Building, First Floor
1M	Main Building, First Floor
2P	Main Building, Second Floor
2R	Main Building, Second Floor
3K	Main Building, Second Floor
3P	Main Building, Second Floor
4RE	Above Gym
4AE	Above Gym

UPPER SCHOOL

Ms. Howard	Main Building, Lower Level
Ms. Krulwich	Main Building, Lower Level
Ms. Muro	Main Building, Second Floor
Mr. Travaglione	Annex, Second Floor
Ms. Yao	Main Building, Second Floor

SPECIALISTS

Ms. BernadetteMezzanine Near Gym
Ms. Brown	Main Building, Lower Level
Mr. Chen	Main Building, Lower Level
Dr. Hamm	Main Building, Second Floor
Ms. HuangMezzanine Near Gym
Ms. Laurence	Main Building, Lower Level

Mr. Mason	Main Building, Lower Level
Ms. MilksAnnex, First Floor
Mr. Nahass	Main Building, Lower Level
Ms. Petrosky	Main Building, Lower Level
Ms. Runft	Archive Building
Ms. Stewart-Eisman	Main Building, Second Floor
Ms. Sweetser	Main Building, Lower Level
Ms. Thomas	Main Building, Lower Level
Ms. TompkinsAnnex, Lower Level
Ms. Tully	Main Building, Lower Level
Mr. WoodMezzanine Near Gym
Ms. Zelechow	Main Building, Second Floor

ADMINISTRATORS

Front Office	Main Building, First Floor
Nurse	Main Building, First Floor
Mr. Baldwin	Main Building, First Floor
Ms. Bowman	Business Office
Ms. Chen	Main Building, First Floor
Mr. Espinal	Main Building, Lower Level
Ms. Hanan	Business Office
Ms. Harriot	Main Building, First Floor
Ms. Hoffman	Main Building, Second Floor
Mr. Rataczak	Main Building, First Floor
Ms. Soo	Main Building, First Floor
Ms. Spyropoulos	Main Building, Second Floor

Giving at St. Luke's School

St. Luke's School is a small school that dreams big. Thanks to dedicated partnerships with our families, we achieve our ambitious dreams together. We ask that each family embraces the "everybody plays" philosophy in giving because our educational program — and the school's future — depends upon each family's financial commitment to our mission.

Please take a moment to familiarize yourself with our three primary fundraising vehicles: the **Annual Fund**, the **Building Our Future capital campaign**, and our **Spring Benefit and Auction**. Additionally, **Parents Association** events and activities throughout the year provide necessary support for the many facets of a St. Luke's School education.

ANNUAL FUND

The Annual Fund is the lifeblood of operations at St. Luke's School, allowing us to offer a rich educational program for our students, competitive salaries for our faculty and staff, and sustain and upgrade our facilities to meet our growing needs. The Annual Fund bridges the gap between tuition and the actual cost of educating each child. The Annual Fund also opens up opportunities to explore new technology, professional development, and programming.

Last year, we launched a five-week Annual Fund drive during which we received over \$430,000 that directly impacted the daily life of our students. This year, we will launch this campaign in October, wrap up by mid-November, and fulfill all pledges by May 31. We hope to achieve 100% parent, faculty, and staff participation as we have for four consecutive years. We ask that every family contribute to the Annual Fund to the best of its ability. We thank you for continuing this great tradition of community, philanthropy, and shared vision.

BUILDING OUR FUTURE: THE CAMPAIGN FOR ST. LUKE'S SCHOOL

We appreciate the generous support of all of our families who have contributed to the *Building Our Future* capital campaign. The campaign has raised \$11,000,000 to date, making the two-story addition a reality for St. Luke's students starting in the fall of 2017. These funds will also institutionalize the school's commitment to two important areas: faculty professional development and diversity within our student body.

Each and every gift is transformational in a small school. We welcome all families to consider a multi-year pledge that is right for their family — which will benefit St. Luke's School students for generations to come.

SPRING BENEFIT

Organized by parent volunteers, the Spring Benefit supports the scholarship program and other special projects at St. Luke's School. Attended by over 200 people, the Spring Benefit provides families the opportunity to support the school through underwriting, the purchase of tickets, and the live and silent auctions. In 2015-2016, this event raised \$320,000 and included a voluntary paddle raise for scholarships which totaled \$80,000.

Highly coveted auction items include unique experiences in town, weeklong vacation getaways, and teacher playdates during which your child can have a blast with their teacher on a special outing.

PARENTS ASSOCIATION

The St. Luke's Parents Association (PA) runs philanthropic events that benefit the school as well as outside organizations. The main events such as the Christmas Fair fund the school's tuition-assistance program, a faculty summer grant program, and special projects. In an effort to raise our students' awareness of charitable giving, the PA hosts activities that benefit organizations outside of school, including local, national and international efforts.

Construction Update

Build. Adapt. Thrive.

When you return to St. Luke's School, you will see that we are well into the construction of our two-story addition. Next year at this time (in the fall of 2017), we will walk into our completed addition – with nine new classrooms and an almost high school regulation-sized gym! While we all eagerly anticipate walking into these new spaces, this year we will be in the “Build” phase of our three-phase plan to “Build, Adapt, and Thrive.”

WHAT HAS BEEN ACCOMPLISHED TO DATE?

The contractors have threaded all 8 columns into the holes that were dug last summer. These holes were as deep as 92 feet down – all the way below ground until the contractors hit bedrock. Each of the columns weighed 730 pounds per square foot, so we were thrilled when this was completed successfully.

The steel for the third and fourth floor was installed in July, giving structure to what will become our new gym and classrooms. The concrete for the third floor was poured in mid-August, and the fourth floor will be poured in September. The lightwells for our lower level classrooms were completed in early August. The school will be ready for our students' return on September 12.

WHAT WILL HAPPEN DURING THE SCHOOL YEAR?

We strive to minimize disruption during the school day, and we will communicate with you if construction noises are anticipated. The most disruptive construction will be completed after school hours and on weekends. Since there is a two-inch separation between the addition and the existing school building, we will experience primarily ambient noise once the addition is enclosed. Please feel free to contact us at construction@stlukeschool.org with any questions or concerns.

HOW CAN YOU LEARN MORE?

We will continue updating you about our progress via email, but check out the exciting videos of our construction project to date: www.stlukeschool.org/timelapse.

Thank you for your patience as we build together!