

# St. Augustine School Uniform Exchange Policy

In order to make wearing a school uniform more affordable, St. Augustine School offers a Uniform Exchange Program. This program enables families to purchase, exchange, or donate gently used uniforms. Below is a description of the program's guidelines:

## **Donating Clothing:**

Each clothing item turned in earns one credit. A tally is kept by the Uniform Exchange Coordinator that enables each family to carry their credits over from school year to school year.

To ensure that our students wear the uniform described in the Student Handbook, only the following items can be donated to the exchange:

- Yellow Short Sleeve Polo Shirt with Embroidered St. Augustine Logo
- Yellow Long Sleeve Polo Shirt with Embroidered St. Augustine Logo
- White Short Sleeve Polo Shirt with Embroidered St. Augustine Logo
- White Long Sleeve Polo Shirt with Embroidered St. Augustine Logo
  
- Navy Pleated Twill Pants
- Navy Pleated Twill Walking Shorts
  
- Navy V-Neck Cardigan Sweater with Embroidered St. Augustine Logo
- Navy V-Neck Sweater Vest with Embroidered St. Augustine Logo
  
- Gym Wear with the Silk Screen Logo Shown to Right:
  - Grey with Navy Trim Ringer T-Shirt with St. Augustine Silk Screen Logo
  - Navy Micromesh Nylon Gym Shorts with St. Augustine Silk Screen Logo
  - Navy Sweatshirt with St. Augustine Silk Screen Logo
  - Navy Sweatpants with St. Augustine Silk Screen Logo
  
- Plaid Kick Pleated Skirt
- Plaid Drop Waist Jumper



Spirit wear items, plain sweat pants, and plain sweat shirts will not be accepted. Although these items are permitted as part of the school uniform, spirit wear t-shirts are sold for a nominal fee as a separate school fundraiser.

Please note that clothing will only be accepted if it is washed, and free from stains, holes, missing buttons, broken zippers, and blackened cuffs. If the tag is removed from the clothing, please affix a piece of tape to the inside of the collar with the approximate size.

## **Cost of Purchasing Clothing:**

\$5 per item or 1 credit

## **Where to drop of Clothing:**

Clothing may be dropped off at the school office *the week prior* to the Uniform Exchange, or contact the Uniform Exchange Coordinator. In order to obtain credit for the clothing, please include the child's name, grade, and a list of the clothing items being donated on the **Uniform Donation Form**. The Uniform Exchange Coordinator will examine the clothing to determine if they can be used. If items are not accepted, the Uniform Exchange Coordinator will contact the family.

A donation table will be set up at the Uniform Exchange, where clothing may be dropped off. Credits will be received if the clothing meets the above criteria. However, if the number of volunteers is limited, clothing will be held and credits will be received after the Uniform Exchange concludes. Therefore, it is best for families to drop off their donations at the school office the week prior to the Uniform Exchange. The dates will be posted in the Monthly Newsletter and the Friday Flier.