



St. Paul's Episcopal School

ADMISSIONS PACKET

Thank you for your interest in St. Paul's Episcopal School! This packet contains an overview of information related to the admissions and enrollment process at St. Paul's. Attached you will find:

- Quick Facts about St. Paul's
- SPES Admissions Process
- 2022-2023 SPES Tuition Rates
- Explanation of SPES Tuition & Fees
- Reasons to Choose St. Paul's Episcopal School
- 2022-2023 SPES Academic Calendar
- Curriculum Highlights (Early School, Elementary, and Co-Curriculars)
- SPES Uniform Policy

After your review, we invite you to tour our school and visit in person with our Admissions staff and Head of School. Please feel free to contact us via phone or email to set up your tour and discuss next steps. We look forward to continuing this conversation with your family!

Best regards,
Missie Greenawalt, Admissions
MGreenawalt@speswaco.org

M'Lissa Howen, M.Ed.
Head of School
MHowen@speswaco.org

St. Paul's Episcopal School
517 Columbus Avenue
Waco, TX 76701
www.speswaco.org
Office: 254.753.024



St. Paul's Episcopal School

Quick Fact Sheet

Year School Founded	1956
Affiliation	A ministry of St. Paul's Episcopal Church
Location	517 Columbus Avenue, Waco, Texas 76701
Mission Statement	Educating the whole child in mind, body, and spirit
School Membership	National Association of Episcopal Schools (NAES); Southwestern Association of Episcopal Schools (SAES)
Grades Offered	Toddlers through 6 th grade
Enrollment	Enrollment is open to students of all faiths and religious backgrounds.
Number of Students	Spring 2022: 232
Total Classroom Teachers/Aides	Spring 2022: 29
Teacher/Student Ratio	Spring 2022: 1:8
Classes Offered	Core Academic Subjects; Co-Curriculars including Art, Music, Physical Education, Technology, Spanish, Library, Chapel/Christian Education
Extracurricular Activities	Football, Basketball, Volleyball, Track, Choir, Spirit Squad
After-School Care Offered	Yes; Pick-up by 5:30 PM
Head of School	M'Lissa Howen, mhowen@speswaco.org
Admissions Director	Missie Greenawalt, mgreenawalt@speswaco.org
Admission Deadline	None – Rolling
Tuition	Tuition varies by grade level. Contact school for more information.
School Website	www.speswaco.org
Follow us on Social Media!	Facebook.com/SPESwaco Instagram @SPESwaco Twitter @ SPESwaco
Contact Information	St. Paul's Episcopal School 517 Columbus Avenue Waco, Texas 76701 Office@speswaco.org Phone 254-753-0246 Fax 254-755-7488

St. Paul's Episcopal School

ADMISSIONS PROCESS

Online Application

An application for admission is required for all students to be considered for admission. Applications are only accepted online and may be accessed via www.speswaco.org under the "Admissions" tab, Apply Now. Paper applications are no longer accepted. Application is not considered complete without payment of nonrefundable \$75 application fee. Upon creation of an online application account, you will be able to log on to check the status of your application as well.

Parent Visit

During a parent visit, the Director of Admissions and/or the Head of School provides a comprehensive tour of the school and engages the parent(s) in a dialogue about their child(ren) and our school program. Introductions to teachers and other support staff and classroom observations are made throughout the tour as much as possible. At this time, all tours are made by appointment.

Student Screening

For students entering our toddler program (ETs) through PreK, a student interview and parent meeting are required. One of our pre-school teachers will conduct the interview to determine the developmental readiness of the applicant for our program. For Kindergarten applicants, the applicant will be given an age appropriate standardized test. This assessment will cover developmental readiness. For grades 1-6, a standardized test will be administered in the areas of reading and math if such an assessment is not available from the applicant's previous school. Each student may also be asked to do some writing and oral reading. Testing will be performed by school personnel. Following testing, if necessary, and a review of student records, a teacher/parent meeting may be requested for K-6th grade applicants to complete the assessment process.

References

A student referral form must be completed by the applicant's current school/daycare. Student records will also be requested. The Admissions Committee must receive the student referral form, along with report cards, behavior reports, a record of special services provided to the student, if any, standardized test scores, and transcripts (if applicable), in order for the applicant to be considered for admissions.

Enrollment

Upon acceptance to the school, enrollment is offered to new students at St. Paul's based on available space. Priority is given to siblings of currently enrolled students, parishioners of St. Paul's Episcopal Church, and to children of St. Paul's Episcopal School alumni. Enrollment decisions for the following academic year are made beginning in February with currently enrolled students following which enrollment offers to prospective students are extended beginning in March. Thereafter, enrollment will continue on a rolling basis as space is available in each class/grade level.

If the applicant is admitted to St. Paul's, the parents or guardians will receive an electronic enrollment packet which includes selection of payment plan. Enrollment contracts for new students are typically issued in March. The enrollment contract must be submitted with a non-refundable enrollment fee to guarantee a place for the applicant at St. Paul's. Enrollment fees are applied to total tuition owed upon enrollment.

Requirements upon enrollment:

- A copy of your child's birth certificate
- Immunization record from doctor showing required immunizations
- Emergency contact and care authorization forms must be completed
- Tuition payment arrangements made through SPES Business Office

Thank you for your interest in St. Paul's Episcopal School! We look forward to serving your child at St. Paul's!

Missie Greenawalt, Admissions Director
MGreenawalt@speswaco.org, 254.753.0246

M'Lissa Howen, Head of School
MHowen@speswaco.org, 254.753.0246



St. Paul's Episcopal School

2022-2023 SPES Tuition Schedule

	Gross Tuition	Single Pay	Discounts*	
			Parishioner	Multi Child
Early School - 5 Day	\$8,900	\$400	\$550	\$400
Early School - 3 Day (MWF)	\$6,000	\$270	\$380	\$270
Early School - 2 Day (TTh)	\$4,300	\$190	\$270	\$190
PreKinder - Full Day	\$8,900	\$400	\$550	\$400
PreKinder - Half Day	\$7,400	\$330	\$470	\$330
Kindergarten	\$8,900	\$400	\$550	\$400
1st - 6th Grades	\$8,900	\$400	\$570	\$400

Early School = Early Toddler, 2YO, & 3YO Classes

Discounts:

- Multi-child discount applied to any subsequent child(ren) enrolled following the first child in a family.
- Single pay discount is the only discount that may be combined with the parishioner or multi-child discount.
- St. Paul's Episcopal Church members may be eligible for parishioner discount following verification with the SPES office. To qualify, a family must meet Parish requirements.
- Financial aid may not be combined with any of the above listed discounts.

Payment Options:

- Tuition installment plans administered through FACTS Management via ACH.
- Single Payment in Full (July), Two Payments (July & Nov), or 10 Payments (Aug-May).
- Tuition shall be prorated for students who enroll mid-year, & payment plans will be arranged accordingly.

After School Program Fees			
Early Toddler-6th Grade	1 Payment	2 Payment	10 Payment
5 Days/Week 3:00-5:30	\$1,600	\$800.00	\$160.00
4 Days/Week 3:00-5:30	\$1,500	\$750.00	\$150.00
3 Days/Week 3:00-5:30	\$1,200	\$600.00	\$120.00
2 Days/Week 3:00-5:30	\$900	\$450.00	\$90.00

Additional Info:

- Drop-in Care, 3:00-5:30PM, \$20/day
- Discounts do not apply to After School Program.
- Please inquire about After School rates for PreK Half-Day students.

For more information, please contact the SPES Admissions Office at 254.753.0246 or mgreenawalt@speswaco.org.

For assistance with your FACTS payments, please contact the SPES Business Manager at sdriver@speswaco.org.

ST. PAUL'S EPISCOPAL SCHOOL

EXPLANATION OF TUITION AND OTHER COSTS

Initial costs:

- Application fee of \$75.00 is to be paid with your initial application. Upon acceptance, a contract will be issued. Contracts are issued beginning in February for returning students. New students receive contracts on a rolling basis as space is available.
- Enrollment fee of \$400.00 is to be paid with the submission of your contract unless otherwise specified by the admissions director. The enrollment fee will be applied towards your total tuition owed, though it is non-refundable should you choose to withdraw or not enroll at St. Paul's Episcopal School.

Tuition options (please see attached schedule):

- Payment in Full by July 15, 2022
- Two Equal Payments (Due July 15, 2022 and November 30, 2022)
- Ten Monthly Payments: Automatic withdrawal on a 10 month basis through FACTS Management System. Payments are made August through May via ACH draft.
- Tuition option will be selected with completion of enrollment packet.

Discounts: One discount per family, maximum, except single pay discount may be combined with the other discounts.

- Single Payment Discount (Discount applied for payments in full received by July 15, 2022)
- Parishioner Discount (Eligibility verified through St. Paul's Church office.)
- Multi-Child Discount (Discount applied to second child and any other subsequent children.)

Tuition Assistance:

- A limited amount of tuition assistance is available for all full time students. Please check the appropriate box at the bottom of your application if you wish to be considered for tuition assistance. It can take several weeks to process the tuition assistance application. The online application is submitted to an external evaluator through FACTS Management. The school then receives a report with a recommended amount of assistance, which is then used by the Financial Aid Committee to determine aid amount, if any.
- **Tuition Assistance is limited – please apply by priority deadline for appropriate consideration of your request.**
- Access tuition assistance application online at <https://online.factsmgt.com/signin/4HQ6T>

Incidental costs throughout the year:

- Uniforms – Required for students Mon-Thurs of each week. Uniforms are available through Lands' End. (Early Toddler class is the ONLY exception; uniforms are required for all students in the 2YO classes – 6th grade.)
- Athletic Fees – students in grades 3-6 may choose to participate in interscholastic sports, optional
- Spirit Squad – open to students in Kinder through 4th grade, optional
- Hot lunches – optional
- St. Paul's spirit T-shirts – optional
- Mo Ranch, and Washington, D.C. – 6th grade, optional
- Camp Allen – 4th & 5th grade, optional (est. \$300 per student)
- Out of town field trips for grades 1-6, optional
- Parents & Friends membership dues, \$35 per family, optional, but highly encouraged!
- Promise Fund contribution - seeking 100% participating from families, faculty, staff, and Board of Trustees

Please consider the many, wonderful benefits of being part of the St. Paul's community. As in any independent school, student tuition only covers 75 percent of the school's annual budget. The school must make up the difference through our Promise Fund to continue providing the programs that make St. Paul's such a special place. Participation is voluntary, but highly encouraged among our entire school community.

Please contact Business Manager Spencer Driver (SDriver@speswaco.org) if you have any questions regarding payments, financial aid, invoicing, etc.

Reasons to Choose St. Paul's Episcopal School

517 Columbus Avenue, Waco, TX, 76701

www.speswaco.org

- For at least the past 14 years, St. Paul's School has been ranked on average well over 90% of all other US elementary schools, public and private, based on the student achievement of our students.
- Below are the grade equivalency levels as measured by the ITBS student achievement test at which our sixth-graders from the Class of 2019 graduated. (Please note: the Class of 2020 did not take the ITBS exam in Spring 2020 due to COVID-19.) As an example, a grade equivalency or "GE" in reading of 9.3 means that the student reads at the level normally expected of a student 3/10 of the way through ninth grade.

Reading	9.3
Written Expression	11.3
Conventions of Writing	9.7
Vocabulary	8.7
Mathematics	8.6
Social Studies	8.7
Science	10.9
- The average class size (Grades K-6) at St. Paul's is 12 students, and teaching assistants are provided in all pre-primary classes.
- Of the 13 core academic subject teachers at St. Paul's, 8 hold bachelor's degrees and are fully certified in early childhood and/or elementary education. Two hold master's degrees, and all receive internal or external training for continued professional development.
- Students of all ages and grades at St. Paul's take a full range of co-curricular classes, including Christian education, chapel, art, music, library, technology, Spanish, and PE. Four co-curricular teachers hold bachelor's degrees and two possess a master's degree.
- As a Christ-based school, St. Paul's serves not merely to educate but to demonstrate and proclaim the unique worth and beauty of all human beings as creations of a loving, empowering God.
- While St. Paul's is a Christ-based school, it invites and is enriched by having students from all faith backgrounds.
- St. Paul's is fully accredited by the Southwestern Association of Episcopal Schools, an educational accrediting agency.
- At SPES, we aim to educate the whole child in mind, body, and spirit. We achieve this in part through high academic expectations, use of inquiry-based learning, development of higher order thinking skills, and foreign language study.
- St. Paul's students are involved in a wide range of social service projects, which are often of their own design and leadership.
- St. Paul's offers a full after-school care program, with separate groups for children from the Early Toddler classes through 6th grade.
- St. Paul's is a fee-free school with all costs included in your student(s) tuition total. Tuition costs are on par with other private schools in our area. Uniforms and extracurricular fees are not included in the cost of tuition, but are the responsibility of the parent/family.
- St. Paul's offers a full range of summer camps and care for students of all ages. Camps and care are offered from 7:30 a.m. to 5:30 p.m. throughout June & July.

For more personal reasons "why" you should consider St. Paul's for your child(ren), please contact our Admissions staff at MGreenawalt@speswaco.org or office@speswaco.org. We can happily tell you ourselves, and/or we can put you in touch with a current family who can share their own personal experiences at SPES.

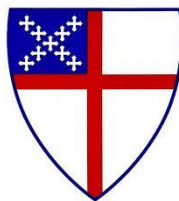
Thank YOU for your interest in St. Paul's! We can't wait for you to join our St. Paul's Pacer family!

CURRICULUM HIGHLIGHTS

2022-2023
St. Paul's Episcopal School

EARLY TODDLERS-PREK

The Early School program at St. Paul's Episcopal School serves children ages 18 months - 4 years old (PreK). St. Paul's is inspired by the Reggio Emilia approach where children learn naturally through exploration and play. The goal of our Early School program is to provide a Christian environment for young children where they can experience intellectual, physical, spiritual, social, and emotional growth.



CREATIVE

DEVELOPMENT

St. Paul's offers opportunities for our students to explore their creativity through Music, Spanish, Library, P.E. and Art. Art class is offered for 3's-PreK. Technology classes begin in PreK.

LANGUAGE

DEVELOPMENT

Center-based instruction in language and literacy, math, science, and art, as well as multiple opportunities for creative expression and public presentation.

MOTOR

DEVELOPMENT

We provide opportunities to develop motor skills from big to small with our co-curricular activities, Handwriting Without Tears, sensory centers, science discovery lessons, blocks & building, and outdoor play.

SOCIAL-EMOTIONAL DEVELOPMENT

Christian Education classes employ Godly Play. The Godly Play approach helps students to explore their faith through story, to gain religious language and to enhance their spiritual experience through wonder and play.



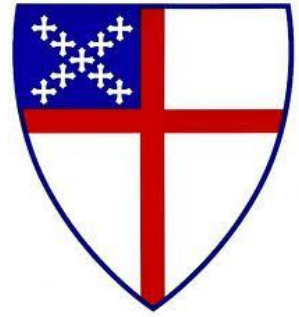
EDUCATING THE WHOLE CHILD IN MIND, BODY, AND SPIRIT.

CURRICULUM HIGHLIGHTS

2022-2023
St. Paul's Episcopal School

KINDERGARTEN-SIXTH GRADE

At the heart of everything we do is the recognition that young minds are capable of great things. We are excited to share our vision for the Kindergarten through sixth grades in our math, reading, social studies and science curriculum. Below is information about each.



Educating the whole child in
mind, body, and spirit.

MATH

Math in Focus- Singapore

Challenging students to problem solve with concrete and real world experiences

LANGUAGE ARTS

Balance Literacy with Guided Reading

Integrating a culmination of read alouds, shared reading, guided reading, word study, Readers' and Writers' Workshop

SCIENCE

STEMscopes

Engaging the student with hands on inquiry
Students are active participants in exploratory learning

SOCIAL STUDIES

Kinder: Here We Are
1st: Making Our Way
2nd: Exploring People & Places
3rd: Building Our Communities
4th: Texas History
5th: US History
6th: World History



TELL ME AND I FORGET. TEACH ME
AND I REMEMBER. INVOLVE ME
AND I LEARN. -BENJAMIN
FRANKLIN

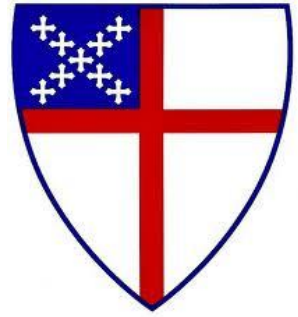


CURRICULUM HIGHLIGHTS

2022-2023
St. Paul's Episcopal School

CO-CURRICULAR CLASSES

At St. Paul's Episcopal School, our mission is to educate the whole child in mind, body, and spirit. To that end, education has to be more than just the traditional core subject areas. At St. Paul's, we are excited to employ faculty in several special areas to extend our students' learning to all areas of life.



Educating the whole child in
mind, body, and spirit.

ART

At an early age, students express themselves using a variety of different media. Students explore and create using the different elements of art and design.

MUSIC

In music, students sing, dance, play instruments, learn to read music, and compose their own music. Music provides our students with opportunities to explore their creativity and to take risks performing in front of others.

SPANISH

Our Spanish program focuses on the 5 C's:
Communication
Cultures
Connections
Comparisons
Communities

P.E.

Our objectives in PE are to grow the child in mind & body. The mind is grown to think quickly and adapt while the body is taught to follow the mind with abruptness and control.

LIBRARY

Our goal in the library is for students to enjoy reading for both entertainment and information and to develop a deep appreciation for a wide variety of literature.

TECHNOLOGY

St. Paul's is a Google Apps for Education (GAFE) school and our goal is to help students develop digital citizenship and gain the skills they need to be technologically literate.

2022-2023

SPES ACADEMIC CALENDAR

AUGUST						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

9 New Staff
10-15 Inservice
16 First Day of School

3-4 Inservice
5 Students Return
16 MLK Day

JANUARY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

5 Labor Day

20 President's Day

FEBRUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

OCTOBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

7-10 Fall Break
21 End of Q1
28 Early Release/
Conferences

3 End of Q3
6-10 Spring Break

MARCH						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

21-25 Thanksgiving Break

7-10 Easter

APRIL						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

16 Early Release/End of Q2
19-30 Winter Break

12 Early Release/
Conferences
25 Last Day for ET-K
Early Release
26 Last Day for 1-6
Early Release

MAY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Calendar Legend:

	Student/Staff Holiday
	Important Dates for Teachers
	Faculty Work Days

ST. PAUL'S EPISCOPAL SCHOOL – UNIFORM POLICY

St. Paul's Episcopal School uniforms must be ordered through Lands' End at www.landsend.com or call 1-800-469-2222. In addition, St. Paul's Parents & Friends operates a uniform resale shop containing gently used school uniform pieces at discounted prices. The resale shop is open during regular school business hours.

UNIFORM SCHEDULE & GUIDELINES

St. Paul's requires that all students, with the exception of Early Toddler students, wear a uniform Monday through Thursday of the school week. Students may wear school-appropriate clothing of their choice on Fridays. "Dress uniform" is required approximately once per month and on special occasion as announced. Dress uniform days are announced through our weekly Pacer Points newsletter, our online calendar, and by messages from our teachers and administration. Friday free dress day does not apply to students who have had uniform infractions during the week.

Boys' Everyday Uniform:

- Lands' End khaki or navy pants or shorts, pleated or flat front
- Lands' End white, navy, or light blue Polo shirt, long or short sleeve
- Lands' End brown belt
- White socks
- Athletic-type tennis shoes. NO shoes allowed with lights, sounds, wheels or anything else of a distracting nature.
- Optional: Lands' End Drifter Sweater Vest or V-neck Sweater, Blue Long-Sleeve Oxford or Short-Sleeve Oxford

Girls' Everyday Uniform:

- Lands' End khaki or navy pants (plain or pleated front), shorts, jumper, skort or skirt
- Lands' End plaid jumper, skort or skirt
- Lands' End mesh polo-style dress in navy or light blue
- Lands' End white, navy or light blue Polo shirt with regular or Peter Pan collar (long or short sleeve)
- Lands' End brown or plaid belt
- White socks or tights
- Athletic-type tennis shoes. NO shoes allowed with lights, sounds, wheels or anything else of a distracting nature.
- Dresses, skorts, skirts, and shorts must be no more than 3 inches above the knee when kneeling.
- Dress, skirt, and jumper options **require** navy bike shorts
- Optional: Hair bows and headbands of your choice; White or Navy Cardigan

All Students:

- Any shirt worn under the uniform shirt must be white. T-shirts sleeves should not show.
- Shirts must be tucked in at all times.
- Personal sweaters, sweatshirts, or coats may be worn to school but must be removed upon entering the school.
- Inside the school, students may only wear St. Paul's designated sweaters, sweatshirts, vests and jackets from Lands' End.

DRESS UNIFORM:

2s & 3s – NO Dress Uniform for these classes. Wear everyday uniform pieces on dress uniform days.

PreK and Kinder:

- Boys – navy pants (plain or pleated front) and light blue polo (long or short sleeve) and white socks. Athletic-type tennis shoes without lights, sounds, wheels or anything else of a distracting nature. Boys may wear navy shorts as part of dress uniform only during the months of August, September, October, April, and May.
- Girls – plaid skort or jumper & white Peter Pan collared shirt (long or short sleeve) and white socks or tights. Athletic-type tennis shoes without lights, sounds, wheels or anything else of a distracting nature.

1st through 6th:

- Boys – Navy pants and light blue polo shirt (short or long sleeve), brown belt, white socks with athletic-type tennis shoes without lights, sounds, wheels or anything else of a distracting nature. Boys may wear navy shorts as part of dress uniform only during the months of August, September, October, April, and May. Black, brown or navy dress shoes must be worn for off campus events. IE: Field trips.
- Optional: Navy sweater vest.
- Girls – Plaid skort or jumper with white Peter Pan collared shirt (short or long sleeve), white knee socks or tights with athletic-type tennis shoes without lights, sounds, wheels or anything else of a distracting nature. Black, brown or navy dress shoes must be worn for off campus events. IE: Field trips.
- Optional navy cardigan and hair bow or head band in navy, white, or dress plaid only.

ORDERING ONLINE @ LANDSEND.COM:

- From the home page, scroll over *School Uniforms* then scroll down to *Find Your School's Dress Code*.
- Next you will see the box entitled *Find Your School's Dress Code and Get Ready to Shop!*
- **For returning students**, you may sign in with your current landsend.com account email and password.
- **For new students**, you may complete each tab here, or simply enter our **preferred school number of 900135773** and click *Find My School*. Enter your child's name, grade and gender. Click *save school* and create a new account.
- Next you will see the "My Student" page with your child's name and grade level. You can add sibling accounts here (see "add student" link on far right).
- Next, click on *Shop for This School*. Only the items approved for your child's grade and gender will appear.
- You will also see the school logo auto populate for each item where it is required.
- In addition, you will see optional outerwear options for your child.
- After you have added all items to your "shopping bag," click on *Start Checkout* to complete your order.

****SPECIAL NOTES for 2s, 3s, and PreK:**

When ordering pants and shorts:

Lands' End offers pants, shorts, jumpers, skorts and skirts starting at size 4. When ordering from the website for size 4/5, click on "little boy/girl" then click on the grey link "*size chart*" to order. For pants and shorts in smaller sizes (2T & 3T), please simply purchase navy or khaki pants and/or shorts WITH elastic waistband all the way around from the store of your choice.

When ordering polo shirts:

Lands' End only offers a mesh fabric on the boys and girls polo shirts for toddler sizes 2T and 3T only. Hence, on the "Year Two" and "Year Three" ordering page you will select the *toddler short/long sleeved solid performance mesh polo shirt, item #051465* from the **toddler tab**. You can order a 4T polo shirt on the PreK page by selecting a child's size small, which is a size 4T.