



Dear Wake Forest Charter Academy Parents/Guardians,

Thank you for supporting Wake Forest Charter Academy's uniform program. Please find the following information regarding our uniform requirements and ordering options.

## Grades K-5

- Bright green, heather gray, or white polo shirts
- Navy bottoms

## Grades 6

- White dress shirt with custom blue and green tie
- Navy bottoms

## Grades 7-8

- White dress shirt with custom blue and green tie
- Khaki or navy bottoms
- Navy blazer (required)

\*Our detailed dress code policy is attached. Please read carefully to ensure you are ordering the correct items.

## Uniform Vendor

NHA has partnered with a uniform vendor, Image Builders Marketing. Bright green and heather gray polo shirts and custom green and blue ties must be purchased through Image Builders. You may purchase the other uniform pieces from a vendor of your choice; however, Image Builders also sells some of these items. Please see the attached brochure for product information.

## Ordering Options

- 1) Order online by visiting our school website. The online order store will be accessible under the tab "Beyond the Classroom", then go to "Dress Code/Uniforms". Credit card only.  
OR
- 2) Place your order over the phone with Image Builders Marketing Customer Service by calling 855-654-6243 M-F 8 a.m. – 5 p.m. EST. Credit card or money order.

## Shipping Options

New for the 2019-2020 school year, we are offering FREE SHIPPING TO YOUR SCHOOL YEAR-ROUND! At check-out, you will have the following options:

- 1) Ship to School – Free Shipping  
*Orders will ship the 1<sup>st</sup> and 3<sup>rd</sup> Friday of each month and will be available for pick-up at the school 3 business days after shipping (day may vary based on school closing due to snow day, holiday, etc.). Orders must be received by Wednesday at 8 a.m. to be included in the Friday shipment.*  
OR
- 2) Ship to Home – Shipping Fees Will Apply  
*Orders will arrive within 7-10 business days. You will be charged shipping for this option.*

If you have questions regarding Wake Forest Charter Academy's uniform policy, please call the school at 919-263-8673.

Sincerely,

Amanda Brown  
Principal



# STUDENT uniforms

## Bright Green & Gray Polo Shirts

Bright green shirts must be purchased only through Image Builders



## Ties

Must be purchased only through Image Builders



## Girls' Bottoms

Flat Front Shorts  
Plain Front Pants  
V-Neck Pleated Jumper  
Pleated Scooter



## Boys' Bottoms

Flat Front Double Knee Pants  
Flat Front Shorts



## Sweater

Cardigan



## Girls' Blouses



## Boys' Oxford Dress Shirts



## How to Order - 2 Easy Options

1. Order online by visiting your school's website and clicking on School Uniform Store.
2. Order via phone by calling Image Builders Marketing Customer Service.  
**Toll Free 855-654-6243**  
Please call Monday - Friday 8 a.m. - 5 p.m. EST for exchanges, refunds, concerns, billing or any other questions.

## Shipping - 2 Options

1. Ship to School – Free Shipping  
*Orders will ship the 1st and 3rd Friday of each month and will be available for pick-up at the school 3 business days after shipping (day may vary based on school closing due to snow day, holiday, etc.). Orders must be received by Wednesday at 8 a.m. to be included in the Friday shipment.*
2. Ship to Home – Shipping Fees Will Apply  
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TIES	
Girls' Crossover Tie	\$7.00
Boys' Tie	\$7.00

ADULT POLO SHIRTS	Sizes XS - 3XL
Ladies' Long Sleeve Polo (bright green only)	\$11.50
Ladies' Short Sleeve Polo (bright green and gray)	\$8.75
Men's Long Sleeve Polo (bright green and gray)	\$11.50
Men's Short Sleeve Polo (bright green and gray)	\$8.75

YOUTH WHITE DRESS SHIRTS	Sizes 5-20 Husky & Plus Sizes 10-20
Girls' Long Sleeve Blouse	\$10.95
Girls' Long Sleeve Blouse Plus	\$11.95
Girls' Short Sleeve Blouse	\$10.95
Girls' Short Sleeve Blouse Plus	\$11.95
Boys' Long Sleeve Oxford	\$12.95
Boys' Long Sleeve Oxford Husky	\$13.95
Boys' Short Sleeve Oxford	\$12.45
Boys' Short Sleeve Oxford Husky	\$13.45

ADULT WHITE DRESS SHIRTS	Sizes XS - 3XL
Ladies' Long Sleeve Dress Shirt	\$18.95
Ladies' Short Sleeve Dress Shirt	\$17.95
Men's Long Sleeve Dress Shirt	\$18.95
Men's Short Sleeve Dress Shirt	\$17.95

## Shipping Charges:

Up to \$25.00	\$10.95
\$25.01-\$50.00	\$11.95
\$50.01-\$75.00	\$12.95
\$75.01-\$100.00	\$13.95
\$100.01-\$150.00	\$14.95
\$150.01-\$200.00	\$16.95
\$200.01-\$300.00	\$18.95
\$300.01-\$500.00	\$20.00
\$500.01+	Call for quote

**Not all items are available for all grade levels. Consult your school's dress code policy before placing your order.**



## Parental Partnership: Dress Code

To reduce distraction and competition, the school has a dress code. A simple, flexible, cost-effective dress code promotes student learning and increases academic instruction time. Interpretation of the dress code is at the discretion of the principal and staff. Their decision is final.

### Personal Hygiene

The personal grooming of students should be in accord with the standards set by the uniform dress code. Students should be clean and neat when at school.

### General Expectations

Students are required to abide by the following:

- Grades K-5: All shirts must be a short- or long-sleeve bright green or gray polo. A bright green or gray polo purchased only through Image Builders is encouraged. Please contact the Image Builders toll-free customer service hotline at (855) 654-6243. A customer service representative will be available from 8 a.m. to 5 p.m., Monday through Friday - Eastern Standard Time or go to the school website for more information. Alternatively, a short- or long-sleeve white polo may be purchased at a manufacturer of your choice.
- Grades K-6: Slacks or dress pants must be navy blue.
- Grades 6-8: Middle school students must wear a long- or short-sleeve white dress shirt with a navy/bright green tie (girls wear cross-ties). Ties purchased only through Image Builders are encouraged.
- Grade 7-8 only: Students must wear a navy blue blazer on non-PE or non-spirit days. Students may also choose to wear khaki dress slacks with the blazer.
- Conservative shoes, including loafer style, dress shoes, tennis shoes, or closed-toe sandals, must be worn. Fashion boots may be worn; however, pants may not be tucked into the boots. Shoe colors may be navy, black, brown, white, or any school color (royal blue and green). Shoes must be worn appropriately (i.e., laced and/or strapped all the way for safety purposes). Athletic shoes with non-marking soles are to be worn for P.E. class.
- Socks must be solid black, brown, navy, or white and worn with shoes.
- Cold weather dress code clothing may include sweaters or vests that are solid navy. All cold weather attire must be free of any designs or writing (for example, stripes, wording, etc.)
- Outerwear winter boots may be worn as outerwear only and may not be worn in the classrooms.
- Shirts must be tucked neatly into bottoms at all times.
- Undershirts (t-shirts worn under uniform shirts) must be white and must fit appropriately under the uniform shirts. Undershirts may not have longer sleeves than uniform shirts.
- For 1<sup>st</sup>-7<sup>th</sup> grade a solid black, navy blue, or brown belt must be worn with all pants and shorts. Belt loops may not be removed from pants or shorts to avoid wearing belts.
- All clothing must be sized properly so items are not overly baggy or tight.
- Students' hair must be kept neat and clean and should not obstruct their vision during class.

### Not Permitted

- Tattoos or writing on skin.
- Hats of any kind or hooded sweatshirts. No hooded sweatshirts are permitted in the classroom unless the sweatshirt is part of the P.E. uniform or spirit wear.
- Dark glasses.
- Any distracting jewelry.
- Piercings in areas other than ears (girls). No piercings for boys.
- Overly large clothing that sags down below the waist area.



- Rhinestone, silver ringed, studded, or belts with designs. Plain only.
- Wearing, carrying, and displaying gang paraphernalia, names, signs, or symbols of gang membership are prohibited.
- Blue jean material, knit pull-on pants, jogging pants, cargo pants with outside side pockets, corduroy pants, or decorative embroidery are not permitted.
- No shoes with wheels, airbrushing, house slippers, flip flops, symbols other than manufacturing symbols (i.e. Nike, Reebok) are permitted on school grounds, in the gym, on the sidewalks, in the parking lots, or on the playgrounds.
- Makeup or “fake” nails. Middle school girls may wear light foundation. Mascara, eye makeup, colored lipsticks and glosses, and black nail polish are not allowed.

## Boys

- Pants and shorts must be both navy blue and conservative. They may not have carpenter loops or stripes. Corduroy or denim materials are not permitted.

## Girls

- Pants, shorts, Capri pants, jumpers, skirts and skorts must be navy blue.
- Bottoms must be at least one inch longer than the fingertips when the student’s arms are hanging at her sides.
- Tights must be solid white, black, or navy.
- Heels on shoes may not exceed one (1) inch.
- Girls may have one earring in each ear, either a stud or small hoop earring.

The school administration reserves the right to the final approval of dress code attire.