



**BACK TO SCHOOL BASICS  
LOWER SCHOOL  
2019-2020**

- **Homeroom Assignments**
  - All students should receive a letter from their homeroom teacher between August 7<sup>th</sup> and 9<sup>th</sup>.
- **School Supplies**
  - The school will provide necessary supplies to all students in the Lower School.
  - The school will supply iPads to all students in grades 1-4.
- **New Family Orientation**
  - **Wednesday, August 14<sup>th</sup> – 5:30-6:15pm**
    - We encourage all new parents and new students to attend this event. Please park in the Lower School parking lot when you arrive.
    - New students will meet grade level/homeroom teachers and explore classrooms while parents attend an informative session on Lower School logistics (i.e. carpool, daily schedule, attendance expectations)
- **The First Days of School for First Graders - Half Days (dismissal at 11:30)**
  - **Tuesday, August 20<sup>th</sup> through Friday, August, 23<sup>rd</sup>**
    - **These will be half-days for first graders.** First grade students will be dismissed from the Lower School carpool loop at 11:30am (no lunch will be served to first graders; there will be no Upper School carpool, bus service or Extended Day for first grade). **All first grade students must be picked up from the Lower School carpool loop at 11:30.**
    - All students are expected to wear their regular school uniform (no PE uniforms).
    - Please park in the Lower School parking lot (or other designated areas; not in LS carpool loop or on Albemarle Road) and walk your child in to meet his/her teacher between 7:30am and 8:15am (we will begin class at 8:15am).
    - Parents will receive important papers from the classroom teacher between 7:30am and 8:15am including the “official” name sign that is necessary for afternoon carpool.
  - **Regular full days for first graders will begin on Monday, August 26<sup>th</sup>.**
- **First Day of School Schedule for Second through Fourth Graders - Full Day**
  - **Tuesday, August 20<sup>th</sup> – The first day of school**
    - **It will be a full day of school for grades two through four with dismissal at 2:55pm from the Lower School carpool loop.** There will be Upper School carpool, bus service, and Extended Day for grades two through four.
    - Please park in the Lower School parking lot (or other designated areas; not in LS carpool loop or on Albemarle Road) and walk your child in to meet his/her teacher between 7:30am and 8:15am (we will begin class at 8:15am).
    - All students are expected to wear their regular school uniform (no PE uniforms)
    - Parents will receive important papers from the classroom teacher between 7:30am and 8:15am including the “official” name sign that is necessary for afternoon carpool.
- **Lower School Parents Night is Wednesday, August 28<sup>th</sup>, 6:30 p.m. - 8:00 p.m.**
  - The program will begin in Gwynette Auditorium prior to classroom visits.
- **Lunch**
  - While parents are welcome to join their children for lunch throughout the school year, **we request that parents do not come for lunch until the week of September 9th.** This allows our children time to acclimate to lunchroom procedures and expectations.
    - Please note: When coming to campus for lunch, all parents need to check in at the Lower School office and pay the \$5.00 fee.

- **Carpool**
  - **Morning Drop-off** – All students should be dropped off in the Lower School carpool loop. Drop off is from 7:30am to 7:50am. Homeroom begins at 7:50am. Students arriving after 7:50am are considered tardy and must sign in with the receptionist in the Lower School office. For the safety of students, **we ask that students not be dropped off prior to 7:30am.**
    - **We encourage all students to arrive on campus between 7:30 and 7:45am** to allow enough time to unpack and prepare for their day.
  - **Afternoon Pick-up** – Lower School carpool begins at 2:55pm. Students who have not been picked up by 3:10pm will be taken to Extended Day.
- **Visiting Campus**
  - For safety purposes our school gates remain locked at all times.
  - When visiting campus, please enter through the gate by the Lower School office. You will need to check-in with the Receptionist and provide your driver's license.
- **Calendar**
  - In our ongoing effort to minimize absences, please use the calendar on the Porter-Gaud website as you plan family trips and vacations.
- **Chapel**
  - Chapel will be held every Wednesday beginning on August 28<sup>th</sup> from 12:00pm-12:25pm.
    - We invite parents to attend our weekly Chapel services.
- **Uniforms and Dress Code**
  - Uniform guidelines can be found on the Porter-Gaud website. All uniform items should be purchased online at Land's End School by visiting [www.landsend.com/school](http://www.landsend.com/school) using school code: 900138413
  - **We will also have a used uniform sale at school on Thursday, August 1<sup>st</sup> from 5:00pm-7:00pm in Washington Hall (the cafeteria).**
    - We will be collecting gently used uniforms all summer (collection boxes can be found in the front offices of each division). We ask that all uniforms are washed and folded neatly before they are donated.
    - All items are sold at a highly discounted price, and the money raised from the sale supports the Porter-Gaud community service program.
- **Extended Day**
  - The Extended Day program is offered to students in grades 1-4. If interested, please visit [Extended Day](#) on the Porter Gaud website.
  - If you have any questions about Extended Day, please contact Corey Colman at 843-402-4679 or [ccolman@portergaud.edu](mailto:ccolman@portergaud.edu).
- **Health Information**
  - You should have received an email from [www.SchoolDoc.com](http://www.SchoolDoc.com) inviting you to create or update your child's health profile for the 2018-2019 school year. Please make sure you have completed this profile by August 1. If you have not received this email, please email our school nurse, Anna Smith, at [nurse@portergaud.edu](mailto:nurse@portergaud.edu).