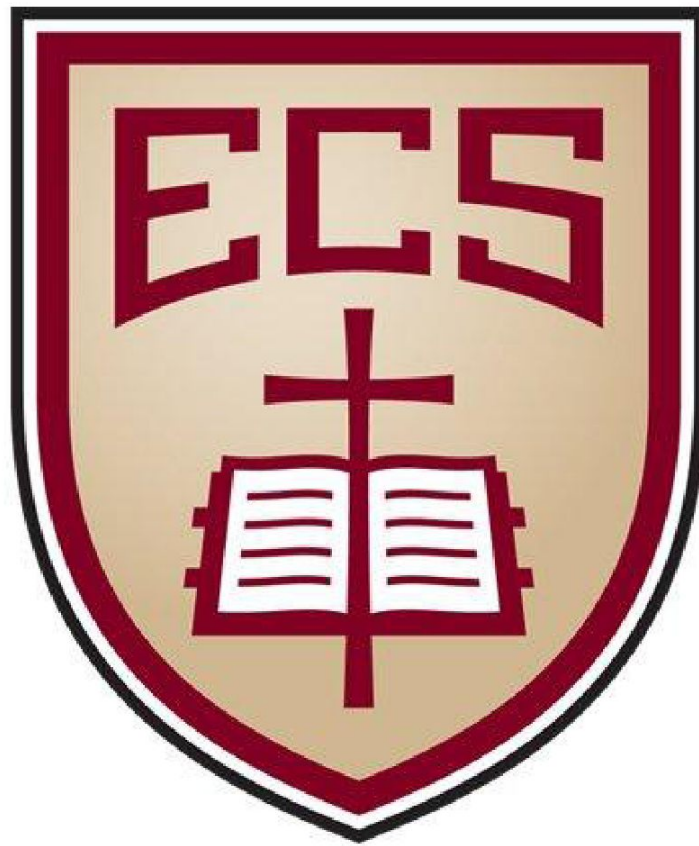


# Informational Packet



**Lower School**  
**2020-2021**

# ECS Lower School

**Mr. Tyson Lee – Lower School Principal**

Email: [tlee@ecseagles.com](mailto:tlee@ecseagles.com)

**Mrs. Ashley Colley - Director of Lower School Academics**

Email: [acolley@ecseagles.com](mailto:acolley@ecseagles.com)

**Mrs. Amelia Howard - Office Administrative Assistant**

Email: [ahoward@ecseagles.com](mailto:ahoward@ecseagles.com)

**Mrs. Kristen Grigson – Office Assistant**

Email: [kgrigson@ecseagles.com](mailto:kgrigson@ecseagles.com)

**Mrs. Cassie Ring - Learning Specialist**

Email: [cring@ecseagles.com](mailto:cring@ecseagles.com)

**Mrs. Sarah Young – Lower School Admissions Assistant**

Email: [syoung@ecseagles.com](mailto:syoung@ecseagles.com)

## **School Address:**

1920 Forest Hill Irene Rd.  
Germantown, TN 38139

Phone: (901) 754-4420

Fax: (901) 751-6782

## School Hours:

**Before School Care:** 7:00-8:10 am

### School Begins:

**LE - JK: 8:45 - 2:45**

**SK - 2nd: 8:30 - 3:00**

**3rd - 5th: 8:15 - 3:15**

**After School Care:** End of school to 6:00 pm

**School Website:** [www.ecseagles.com](http://www.ecseagles.com) – On the main school webpage, you will find a tab on the top bar that says ‘Campuses’, click here and it will direct you to the Lower School webpage.

### Mark your calendars:

**August 11** - Early Childhood Meet the Teacher (LE-JK only) 9:00 - 3:00 pm. Please bring your child for an hour to help them acclimate to their new classroom. ***A schedule will be emailed to you as to when to come that day.***

**August 12** – Lower School Orientation Day – 8:00 - 3:00 by last name (more info coming) - First day of school pictures will be taken so students should come dressed in their school uniform.

**August 13** - First Full Day of School for Lower School students - drop off in carpool line. Please do not park and get out with your child. Parents are not allowed in the building due to Covid regulations.

### **\*When will I know who my child’s teacher will be?**

-Class lists will be posted after 3:00 pm on the Lower School webpage on Friday, August 7.

### **\*What does Orientation Day mean?**

**Orientation Day** - This will take place August 12, the day before school starts for Lower School students. You and your child will visit the Lower School Campus to prepare for the following day, August 13, which will be the first full day for Lower School Students. Please plan to drop by the Lower School for about 30 minutes on Orientation Day. During this time, you will come and stay with your child and this will give them an opportunity to meet their teacher and see their classroom. You will also drop off their school supplies, complete paperwork, receive neck gaiters, etc.

## **\*What does my child need to wear to school?**

- All students in grades Little Eagle-5<sup>th</sup> will wear uniforms Monday- Thursday each week. Each Friday will be a logo wear and jean day. Logo wear can be purchased on our webpage located under the Community tab – ECS Soaring Eagle Shop or during Soaring Eagle Shop hours located at the Shelby Farms Campus - Legacy Center. Please note that the Soaring Eagle Shop, which benefits ECS, is the only authorized seller of ECS logo wear items.
- ECS Uniforms are purchased through **Dennis Uniforms** [\(901\) 522-6652](tel:9015226652). This store is located at:  
  
7846 Trinity Rd, Cordova, TN 38018 and they are offering curbside pick up through their website.
- You will find specific Uniform guidelines located under the ‘Uniform Guidelines’ drop down menu located on our Lower School campus webpage.
- We also offer a Facebook ECS Uniform Resale page. You can find this page by searching **ECS Uniform Resale** on Facebook. This is a closed group that you can ask to join. It is continuously updated by parents that are wanting to sell used uniforms to other ECS families.
- Dennis is not carrying black shirts for our younger students, but any collared shirt sold in the Soaring Eagle Shop is permissible - <https://www.ecseagles.com/athletics/ecs-logo-wear-clone>

## **\*How do I know what school supplies my child needs?**

### **Little Eagles and PK Students**

- All school supplies needed for Little Eagles or PK classes are ordered for you and will be charged to your Smart Tuition account.

\*The following items will be needed for Little Eagle and PK students. These items are pre-purchased for you and charged to your SMART Tuition Account.

- Happi Nappi Brand Rest Mat
- ECS Tote Bag (Backpacks are not permitted in Early Childhood classes.)

- **Purchased on your own:**
  - Water bottle (no caps - needs to have straw or spill proof)
  - Bento Box/sectioned container for food - no baggies
  - Velcro athletic shoes only (no boots/slip ons)
  - No belts - elastic waist shorts/pants for boys
  - One change of clothes (non-uniform acceptable)
  - Please label everything - clothes, blanket, lunchbox, water bottle, etc.

## **\*How do I know what school supplies my child needs?**

### **JK and SK Students**

- School supplies for your child in JK and SK are purchased in bulk by the school and the cost for those items will be charged to your SMART Tuition account.
- \*\*The following items will be needed for JK and SK students. These items are pre-purchased for you and charged to your SMART Tuition Account. They will be available on Orientation Day.
  - Happi Nappi Brand Rest Mat
  - ECS Tote Bag (Backpacks are not permitted in the Early Childhood classes.)
  - Chair Bag with your child's name monogrammed
  - **Purchased on your own:**
    - Water bottle (no caps - needs to have straw or spill proof)
    - No belts - elastic waist shorts/pants for boys
    - One change of clothes (non-uniform acceptable)
    - Please label everything - clothes, lunchbox, water bottle, etc.

## **1<sup>st</sup>-5<sup>th</sup> Grade Students**

- School Supply lists for your child in 1<sup>st</sup>-5<sup>th</sup> grade can be found under the School Supply Lists' drop down menu on the ECS Lower School webpage.

## **Additional 1<sup>st</sup>-5<sup>th</sup> Grade Supplies –**

**\*The following items you will receive on Orientation Day, August 12 and will be charged to your SMART Tuition account.**

- Bible
- Assignment Notebook (students in 2<sup>nd</sup>-5<sup>th</sup> grade)
- Chair Bag with your child's name monogrammed
- **Purchased on your own:**
  - Lunch Box
  - Backpack

## **\*Will my child have summer assignments to complete?**

- Students entering 1<sup>st</sup> and 2<sup>nd</sup> Grades have a reading incentive project that is optional. You can find these specific assignments under the "Summer Assignments' drop down menu on our Lower School Webpage.
- Students entering 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> Grades will have required Summer Reading and Math assignments to complete before the start of school in August. You can find these specific assignments under the "Summer Assignments' drop down menu on our Lower School Webpage.

## **\*What important documents does the school office need to complete your child's permanent file?**

Please turn in the following documents to Mrs. Howard in the school office by **August 1.** These can be emailed to [ahoward@ecseagles.com](mailto:ahoward@ecseagles.com), mailed, faxed to (901) 751-6782, or hand delivered to the Lower School Office Mon- Fri 7:30 am - 3:30 pm during the summer months.

- Certified copy of child's Birth Certificate
- Copy of child's Social Security Card

- Copy of child's TN Certificate of Immunization Record from your Pediatrician. Any students from out of state will need to have their Immunizations transferred to a TN form by a pediatrician in Tennessee or the Health Department.
  - If your child has not turned 5 years of age yet, we need the most current shot record from you and once they receive the 5-year-old shots you can bring us the updated form.

## **\*What if my child takes medication or has an allergy?**

- All medication will be received and kept in the school office with the Lower School Nurse.
- If your child takes medication on a regular basis, you will need to fill out a **Medical Information Form** and turn it into the nurse's office with the medication needed.
  - This medication form is located under the 'School Policies' drop down menu on the Lower School webpage.
- There will also be a **Demographic Form** you will review/ fill out during Orientation Day that will have a place for you to list any allergies or medical needs.

## **\*How do I order school lunches for my child?**

- You will receive separate communication with information about our lunch program and the lunch ordering process closer to the start of the 2020-2021 school year.
- If preferred, students can bring a packed lunch and drink from home.

## **\*What if my child needs to enroll in Before/ After Care?**

**Julie McDaniel - Before and After Care Director**

Email : [jmcdaniel@ecseagles.com](mailto:jmcdaniel@ecseagles.com)

Parents utilizing this service will need to register each of their children before the first day of school begins. Please visit [www.ecseagles.com/community/after-school-care](http://www.ecseagles.com/community/after-school-care) to register.

- Before Care is included in your tuition and will be offered from 7:00 am – 8:15 am. No registration needed for **Before Care Only**.

- **After Care is an additional charge** and the hours are from end of school day until 6:00 pm. Children attending after care must be registered before the first day of school. There are several different options for after care use.

### **\*How does the carpool line work?**

Carpool information will be emailed prior to the start of school.

### **\*What if my child is interested in playing sports this Fall?**

Any student interested in playing fall sports at ECS should contact Scott Vogel at [svogel@ecseagles.com](mailto:svogel@ecseagles.com) if you have not already done so.

#### **Fall Offerings:**

Flag Football 1st-4th

Cheer 1st-4th

Soccer 1st-5th

Cross Country 3rd-5th

We are thrilled your family will be joining the ECS community and hope the information in this handbook will be helpful as you begin to plan for the upcoming school year! If you have any additional questions, please don't hesitate to call the Lower School Office at 754-4420 or email Mrs. Howard [ahoward@ecseagles.com](mailto:ahoward@ecseagles.com) or Mr. Lee [tlee@ecseagles.com](mailto:tlee@ecseagles.com) .