



BACK TO SCHOOL BASICS
LOWER SCHOOL | 2022-2023

Homeroom Assignments

All students will receive a letter from his/her homeroom teacher between August 4 and August 6. Please contact Anna McCubrey (amccubrey@portergaud.edu) **if your child has not received a letter by August 8.**

Orientation for Parents of New Students | Wednesday, August 10, 5:30pm-6:15pm

- At this event, parents will have the opportunity to learn about Lower School processes and procedures, ask questions, and meet important staff members.

First Day of School | Tuesday, August 16

- This is a full day of school for **all** Lower School students.
- All Lower School students should wear a regular uniform (no PE uniforms).
- We invite parents to park in the paved Lower School lot (or other designated area; **not in the Lower School carpool loop or on Albemarle Road**) and walk children into their classrooms between 7:30 and 8:00 (this is not mandatory as some children may arrive to school by bus or with older siblings).
- Parents will receive their official carpool sign from their homeroom teacher during this drop-off time (for parents who do not come into classrooms, signs will be sent home with child).
- Dismissal will be at 2:55pm from the Lower School carpool loop. We will run a regular dismissal from the carpool loop.
- We will have morning and afternoon bus service and Extended Day

Lower School Parents Night is Wednesday, August 24, 6:00pm-7:30pm

- Parents will meet their child's teachers, spend time in classrooms, and learn more about curriculum and programming.

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 on Monday, Tuesday, Thursday, and Friday. 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 7:30am and 7:45am** to allow enough time to unpack and prepare for their day.
- Please note, times are one hour later on Wednesday mornings due to our **late-in Wednesday schedule (drop off between 8:30am and 8:50am)**. Please contact us if this late start on Wednesdays poses an undue burden for your family.

Afternoon Dismissal

- **Lower School Carpool Pick-Up | 2:55pm-3:15pm**
 - Lower School dismissal begins at 2:55pm.
 - Students who ride the bus, attend Enrichment activities, and/or Extended Day will be dismissed at the appropriate times.
- **Middle School Carpool Pick-Up with Lower School Siblings | 3:15pm-3:30pm**
 - If you have a student in the Middle School, you can pick up both your Lower School child(ren) and Middle School child(ren) in the Lower School carpool loop between 3:15pm and 3:30pm.
 - If you are picking up your Middle and Lower School children together, please do not arrive in the Lower School loop until 3:15pm.
- **All Lower School children who have not been picked up by 3:30pm will go to Extended Day.**
- All after-school pick up information for Lower School students must be entered into SchoolPass (SchoolPass is a new system which is replacing School Dismissal Manager used in the past; information will be shared on how to use this app prior to the start of school).

Lunch

We welcome parents to join their children for lunch throughout the school year.

We request that **parents do not come for lunch until September 12** to allow our children time to acclimate to lunchroom procedures.

- Please note: When coming to campus for lunch, parents need to check in at the Lower School office and pay the \$5 fee.

Chapel

Chapel will be held every Friday morning from 7:55am-8:20am beginning on August 26.

We invite parents to attend our weekly Chapel services.

Calendar

In our ongoing effort to minimize absences, please use the calendar on the Porter-Gaud website as you plan family trips and vacations.

Uniforms and Dress Code

Click [here](#) for our uniform guidelines.

Uniform items can be purchased online from [French Toast](#) or at the Gently Used Uniform Sale.

Gently Used Uniform Sale

- For New Families | Thursday, August 4 during the New Family Cookout
- For Returning Families | Friday, August 5 from 8:00am-10:00am

School Supplies

The school will provide necessary supplies to all students in the Lower School.

Auxiliary Programs

The Extended Day program along with our Enrichment offerings is available 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 or any of our Auxiliary Programs, please contact Corey Colman at 843-402-4679 or ccolman@portergaud.edu.

Health Information

You should have received an email from www.SchoolDoc.com inviting you to create or update your child's health profile for the 2022-2023 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.