



## **BACK TO SCHOOL BASICS LOWER SCHOOL | 2023-2024**

### **Homeroom Assignments**

All students will receive a letter from their homeroom teacher between August 3 and 5. If your address has changed, please update your information [HERE](#).

Please contact Anna McCubrey ([amccubrey@portergaud.edu](mailto:amccubrey@portergaud.edu)) **if your child has not received a letter by August 7.**

### **Orientation for Parents of New Students | Wednesday, August 9, 5:30- 6:15 p.m.**

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

### **Lower School Parents Night | Wednesday, August 23, 5:30 -7:30 p.m.**

- We will begin in the auditorium at 5:30 p.m. to meet Michael Page, Co-Head of the Lower School, and learn about our major Lower School goals.
- Beginning at 6:00 p.m., parents will visit classrooms to meet their child's teachers, spend time in classrooms, and learn more about curriculum and programming.

### **First Day of School | Wednesday, 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 8:30 and 9 a.m. (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 the student).
- Dismissal will be at 2:55 p.m. 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.

### **Carpool**

**Morning Drop-off** – All students should be dropped off in the Lower School carpool loop. Drop-off is from 7:30 a.m. to 7:50 a.m. on Monday, Tuesday, Thursday, and Friday. Homeroom begins at 7:50 a.m. **Students arriving after 7:50 a.m. 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 7:30 a.m.**

- **We encourage all students to arrive on campus between 7:30 a.m. and 7:45 a.m.** 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 8:30 a.m. and 8:50 a.m.)**. Please contact us if this late start on Wednesdays poses an undue burden for your family.
- Students arriving by car must be dropped off in the carpool loop for safety reasons. Our Lower School parking lot is very busy in the mornings and the afternoons, and therefore it is not safe for student drop-off.

### **Afternoon Dismissal**

- **Lower School Carpool Pick-Up | 2:55 - 3:15 p.m.**
  - Lower School dismissal begins at 2:55 p.m.
  - 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 | 3:15 -3:30 p.m.**
  - 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 3:15 p.m. and 3:30 p.m.
  - If you are picking up your Middle and Lower School children together, please do not arrive in the Lower School loop until 3:15 p.m.
- **All Lower School children who have not been picked up by 3:30 p.m. will go to Extended Day.**
- All after-school pick-up information for Lower School students must be entered into SchoolPass (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 11** to allow our children time to acclimate to lunchroom procedures.
- 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 7:55 - 8:20 a.m. beginning on August 25. 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.

- Items previously purchased through Land's End will continue to be acceptable throughout the 2023-2024 school year.

Gently Used Uniform Sale

- For New Families | Wednesday, August 2 during the New Family Cookout
- For Returning Families | Thursday, August 3 from 8-10 a.m.
  - If your family is unable to shop during these specified times, please reach out to Gretchen Tate at [gtate@portergaud.edu](mailto:gtate@portergaud.edu).

### **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 questions about Extended Day or any of our Auxiliary Programs, please contact Joey Ferrelli at 843-402-4666 or [jferrelli@portergaud.edu](mailto:jferrelli@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 2023-2024 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).