



EPISCOPAL COLLEGIATE SCHOOL

Dear Lower School Parents,

I hope that you are all having a wonderful summer. It has been a joy to see students here on campus in our summer camps, and I look forward to seeing all students back on campus in a few weeks. While I do not want to rush the end of summer, I do want to provide you with some resources to help you plan for the 2024-2025 school year.

Our website has a tremendous amount of information available to you. I want to highlight a few pages that you may want to bookmark for future reference:

- [2024-2025 Planning Calendar](#)
- [Lower School Community Handbook](#)
- [New Family Brochure](#)
- [Summer Reading and Enrichment Page](#)
- [School Resources](#)

I have provided orientation details below, along with general start to school information including uniform sales, immunization record/medication needs, class list information, etc. Please pay special attention to orientation times and details as we have made some changes to make the process as efficient and productive as possible.

Student and Parent Orientations:

Monday, August 12: Kindergarten - 5th Grade students and parents

Students and parents with last names starting with A-J

9:00am-10:00am

- Students and parents visit classrooms for an informal "Meet the Teacher"
- 4th & 5th grade students can decorate their lockers during this time

10:00am-10:30am

- Parents of new students meet with Mrs. Schuhmacher in the Braunfisch-Stella Boyle Smith Lower School Library
- New students will play on the playground or in the gym

Students and parents with last names starting with K-Z

11:30am-12:30pm

- Students and parents visit classrooms for an informal "Meet the Teacher"
- 4th & 5th grade students can decorate their lockers during this time

12:30pm-1:00pm

- Parents of new students meet with Mrs. Schuhmacher in the Braunfisch-Stella Boyle Smith Lower School Library
- New students will play on the playground or in the gym

Tuesday, August 13: PreK 3 & 4 students and parents

8:50am-9:00am

- All students are dropped off on PK playground.

9:00am-9:30am

- All PreK parents will go to their child's classroom for orientation with the teacher.
- Students will play on the playground or in the gym depending on weather.

9:30am-10:00am

- All PreK students will meet their teacher and play with classmates in the classroom.
- New PK parents will meet with Mrs. Schuhmacher in the Braunfisch-Stella Boyle Smith Lower School Library.
- Returning parents can shop used uniforms and Wildcat Warehouse.

Guidance for 4th & 5th Grade Locker Set-up

Students are welcome to decorate their lockers during the designated orientation times noted above. The locker dimensions are 12 inches wide, 11.5 inches deep, and the height from base to top shelf is 48 inches. Please do not use contact paper as it is hard to remove. Students can hang wallpaper with magnets or tape. If students prefer a locker organizer, [this one](#) seems to work well. Another option is a 2-shelf unit in the bottom of the locker. Both systems are designed to help lockers be functional and leave

enough room to hang a backpack. Students are not required to decorate or add any shelving to their lockers. This is simply based on personal preference.

Initial Medication Drop-off During Student Orientation

Please make sure that students are up to date on all immunizations (if your child is exempt from immunizations please make sure the documentation is provided to the school nurse). These need to be turned into the office by August 14. There will be a nurse present during student orientation to collect your student's medication for the upcoming school year.

Students requiring an asthma or allergy action plan should submit them and their medications to Nurse Whitney Rawn on or before the first day of school.

Our annual flu vaccine clinic is scheduled for October 8, 2024.

New Faculty/Internal Moves

Click [here](#) for a link to new faculty and faculty moves within the Lower School.

Class Assignments

Families will receive an email from Episcopal informing you of your child's class placement the second week of August when teachers return for In-Service. Our teachers have taken great strides to ensure that each of your children are placed in the best learning environment for your specific child, considering both learning needs and class makeup. We appreciate your trust during this process.

Community Chapel Times for 2024-2025

Each week students attend chapel on Wednesdays. Parents are always invited to attend. We have adjusted the times a bit for the coming school year. Our chapel times for 2024-2025 are below:

PreK 4 Chapel: 8:20am-8:40am

PreK 3 Chapel: 8:50am-9:10am

Kindergarten Chapel: 9:20am-9:50am

1st-5th Chapel: 2:30pm-3:00pm

Used Uniform Sale

Used Uniforms are available in the Lower School Parents' Auxiliary room at any time during the summer from 8:30-3:30pm Monday through Thursday and from 8:30-12pm on Fridays. Used uniforms will also be set up in the Lower School cafeteria during orientations. We use the honor system for all Used Uniform sales. FACTS forms will be available and can be left in the designated collection basket. No cash, checks, or credit cards will be accepted. Once school begins, used uniforms will return to the PA room. If you have any questions about the Used Uniform Sale, please contact auxiliary@episcopalcollegiate.org.

Shopping hours in the cafeteria will be from 8:30am-3:00pm on the following days:

- Monday, August 5
- Tuesday, August 6

Toggery special sale - July 25, Pleasant Ridge Location

The Toggery will have a special event for Episcopal families shopping for new uniforms at their West Little Rock location on Thursday, July 25, from 6:00-8:00pm.

You can access the Lower School Episcopal dress code [here](#). Students will wear the standard school uniform the first day of school and will not wear their dress uniform until September 4 for Convocation and picture day. (Timing and additional details regarding this event will be sent via a separate communication.)

Need Episcopal Spirit Wear?

Great news! We will have Spirit Day every Friday again this school year, unless notified otherwise. Students can wear an Episcopal spirit shirt, and/or any shirt with school colors, along with uniform bottoms or jeans. You can shop Wildcat Warehouse for Episcopal gear [online here](#). Orders placed through the portal will be delivered to your child's Division Office. Please email Aaron Nixon with any questions about Wildcat Warehouse.

If you would like to shop in person, Wildcat Warehouse will be open during the following times:

- Monday, Aug. 12 in B Building from 8:00-2:00pm.
- Tuesday, Aug. 13 in the Lower School Mini Warehouse from 8:30-10:00am, and in B Building from 10:00-2:00pm
- Beginning Wednesday, August 14, we are open during lunch on Mondays, Wednesdays and Fridays (12:00-1:30) for student/parent shopping.

Follow the Warehouse's instagram account for more information [@episcopalwildcatwarehouse](#).

First Day of School Information

Wednesday, August 14 - Grades K-12, Standard School Uniform

Monday, August 19 - Pre-K 3 & 4, Standard School Uniform

Important Dates

- Watermelon Supper - Friday, August 30
- All School Convocation & Picture Day, Wednesday, September 4, Dress Uniform Required
- Grandparents' Day - Friday, October 4, ½ Day Schedule, Wildcat Club Available
- Fall Break - October 10-11
- Wildcat Roundup - Wednesday, October 9
- Family/Teacher Conference Day - Friday, October 18

I realize this is a lot of information to digest. Please take some time to read through it and contact me with any questions. I hope you and your children can soak up these last few weeks of summer. We will see you soon for orientation and look forward to an incredibly successful 2024-2025 school year.

Sincerely,

Catherine Schuhmacher
Head of Lower School