



OREGON EPISCOPAL SCHOOL

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New Family Guide

**A Guide for Families
Of Lower School Students**

Oregon Episcopal School
6300 SW Nicol Road
Portland, Oregon 97223
(503) 768-3143 office

August 2010

Dear Parents,

Welcome to Oregon Episcopal School and the Lower School! We are pleased that your family has joined the OES community and look forward to many happy years together. The following information is provided as a guide designed not to replace the OES handbook, but as a helpful tool for new families. In this guide you will find information about:

- Who Can Help?
- Getting Started
- Events
- Communications
- Volunteer Opportunities
- Parking/Pick-up Procedures
- Locations
- Words You Will Hear on Campus
- Miscellaneous

We hope this *New Family Guide* answers most of your questions. If you're feeling a bit overwhelmed, remember your buddy family is there to help. If for some reason you haven't made contact with a buddy family yet, please call the Admissions Office, 503-768-3115.

This Friday, August 20th you will receive an email with additional important back to school information, including class placements.

We encourage you to come Tuesday morning, August 31st at 8:00am for a Buddy Family Chapel and Coffee. Following the Coffee, you will want to stay for the Lower School Open Classrooms from 9:00-11:00am. This is an opportunity for your child to drop by his/her classroom to meet the teacher and check out the classroom before the first day of school.

We hope you have a wonderful year!

Sincerely,

David Lowell
Head of Lower School

Chris O'Toole
Assistant Head of Lower School

Who Can Help?

- **Main School Number:** (503) 246-7771, then ask for extension if no direct dial number is noted
- **Interim Head of School:** Kathy Layendecker
- **Head of Lower School:** David Lowell - (503) 768-3141
- **Assistant Head of Lower School:** Chris O'Toole - (503) 416-9206
- **Lower School Administrative Assistant:** Lyn Zenisek (503) 768-3178
- **Lower School Office:** Jenny Strode - (503) 768-3143
- **Extended Care:** LS Extended Care Director (503) 416-9249 until 2:00 pm (*after 2:00 pm please call 503-768-3143*)
- **Student Accounts:** Janie John - (503) 768-3133
- **Admissions:** Susie Gundle, Interim Director of Admissions - (503) 768-3165
- **Transportation:** Robbi Garvin - (503) 768-3162

Please try to use the direct dial numbers listed above whenever possible. See the directory for numbers not listed. Thank you.

Getting Started Information

School Hours: The school day begins with the morning bell at 7:55am and continues until 12:30pm (*Pre-Kindergarten half day*) or 2:50pm (*Pre-K all day through Fifth Grade*). Children may be dropped off beginning at 7:30am. Pre-arranged Extended Care is available after school until 6:00pm.

Please bring your child to school on time. All outside doors will lock at 8:00am. Latecomers disrupt others and miss important information. If you arrive after 8:00am, please check in at the LS office for a key card to enter the building. We will also change your child's absence at this time.

Attendance and/or an after-school change of plans: Students' attendance is recorded each morning by the classroom teachers. If your child will be absent due to illness or other reasons, or will be late, please call or email the **Lower School Office (503-768-3143)** (strode@oes.edu) and leave a message regarding the absence or reason for late arrival, early departure or appointments. If your child will NOT be following his/her regular after-school plan (*e.g., usually rides the bus, but will be picked up after school today by grandmother*), please also notify the Lower School Office. **Change of Plans information must be received before 1:45pm** (except for emergencies) to ensure that it is included on the daily announcement distributed to classroom teachers, Extended Care and Transportation just prior to the end of the school day. This daily announcement is also shared with students before they leave the classroom.

Reaching Your Child's Teacher: Teachers can be reached by phone and e-mail. Call the teacher's work number listed in the Directory. You can leave a message at that number and the teacher will return your call at his/her earliest convenience. E-mail addresses are last name plus first initial, followed by @oes.edu.

Uniforms: Students in Lower School wear the School uniform. Information on uniforms is provided in the OES Handbook and on the [LS webpage](#). Used uniforms are for sale through the Lower School Office and all proceeds are retained by the LS Parent Association Link (PAL). Donations of used uniforms are always accepted. Please drop them off in the LS Office or in Room 10. We appreciate your cooperation in meeting all uniform guidelines. If you have a question, please check your handbook, ask your child's teacher or call the office for clarification.

School Supplies: School supplies are purchased by the school.

Events

Opening Day: A tradition now for 138 years. The Bell Ringing Ceremony is held on Opening Day. Fifth Graders take turns ringing the bell for the number of years the school has been in session. Many parents attend, so please join us.

Back-to-School Picnic: Probably the most highly attended event in Lower School, the opening picnic is the time to get to know teachers, other parents and students.

Back-to-School Night (BTSN): An opportunity in early fall for parents to hear about All School initiatives and see firsthand what is special about their child's new grade. The teacher shares expectations and curriculum highlights, answers questions and often provides information for future reference. On this night parents can also sign up for a variety of volunteer opportunities.

Spooktacular: Our annual Halloween party that includes games, prizes and a haunted house. There are always places for volunteers.

GOBS: Great OES Book Swap – an All-School book swap held every other year in the spring. *(Scheduled next for the Spring of 2012).*

Book Fair: An All School library event held in the fall, the Book Fair brings thousands of books to the libraries for children and adults to purchase. A portion of the proceeds goes to the libraries.

Giving Chapel: Families are offered the opportunity to share the holiday season by donating new and used items to families who are less fortunate. Empty gift bags are provided for families to fill and are placed on the altar during this special chapel service where the miracle of giving is celebrated.

St. Nicholas Gathering: The All-School holiday gathering that occurs before the holiday break in December. It is not at all unusual for St. Nick to visit, but watch the shadows because Piet may be near! Brush up on your rendition of "The Twelve Days of Christmas," and bring earplugs!

Volunteer Opportunities

As part of an active community, we are always looking for people willing to help. There is a spectrum of opportunities available. You may sign up in a variety of ways: forms sent at the beginning of each school year, at Open Classroom day, at Back-to-School Night and in advance of an event. Please feel free to contact the previous and/or current chair to find out what's involved and the time commitment. This information is in the directory. You're always invited and encouraged to help.

Communications

During the year you will receive assorted mailings and emails from the school concerning such things as class assignments, school events, school contracts and other important information. If your home address, phone number, or email address should change during the year, please make these changes through the Parent Portal using your login and password.

Wednesday Envelope: We try to send home student work, school notices and newsletters every Wednesday. The Wednesday envelope is a large envelope clearly marked with your child's name, which we ask you to check on Wednesdays and return to school on Thursday. Many flyers and info will go home only one per family. Watch for these in the envelope of your youngest LS child.

Wednesday Express: The *Wednesday Express* is the Lower School weekly online newsletter. A link is emailed home every Wednesday. It can also be viewed through the [OES website](#). This weekly communication contains all sorts of information about upcoming events, notes from the Head of the Lower School, information regarding activities being presented by PAL (Parent Association Link), after-school class information, the lunch menu and articles about what your children have been doing at school. This is the main communication sent by the Lower School.

Classroom Newsletters: A classroom newsletter and/or other information from your child's teacher may be emailed or included in the Wednesday envelope.

The Aardvark: Weekly all-school newsletter that arrives Fridays via email September – June.

OES Magazine: School magazine published three times annually.

OES Web Page: Please log on to our Lower School public Web Site (www.oes.edu) and browse through all grade levels to get a sense of all the exciting things taking place at OES!

Parking Pick-Up Procedures

Parking Lot Safety: The OES parking lot and driveways are congested areas that are shared by both vehicles and pedestrians. To make the campus as safe as possible, please follow these guidelines:

- Drive slowly (10 mph) and with caution.
- Always yield to foot traffic.
- Parking and standing are prohibited at all times along red curbs, the "Kiss & Go" zones, and at other areas as marked. Standing is allowed along yellow curbs marked as drop-off and pick-up zones if the driver remains with the vehicle. Please turn off your car, no idling.
- Please do not leave your vehicle unattended in yellow zones, even if you intend to be there for "only a minute." It disrupts the flow of loading and unloading.
- Lower School children are not allowed to cross the parking lot by themselves. Please load and unload at the curb in the drop-off zone, or park and walk them to and from the sidewalk.
- After picking up or dropping off your children, please leave promptly so others can get in behind you.
- Do not double park or do anything else to block traffic or draw your child off the curb and into traffic.
- Classes are dismissed at 2:50pm.
- All students must be picked up by 3:00pm, unless they are in Extended Care or an After school Class.
- Students not picked by 3:00 will be taken to the LS office and checked into Extended Care.

Locations

(See Campus Map on the last page of this booklet for locations)

The OES Gallery and Store: School store located adjacent to the reception area in the Upper School building.

Aardvark Fun Park: The play structure located across from Beginning School. This park was designed by Lower School students and built in 1991 by the students, parents, alumni, faculty and staff of OES.

Lower School Common Hall: Gathering area located adjacent to the Lower School Office

Room 10 (labeled “Lost & Found”): Storage room located at the end of the Lower School building, off the walkway to the Lower School Office. Used uniforms are also located in this room.

Volunteer Meeting Room: Located in the Drinkward Volunteer Center.

St. John’s Parish: The Episcopal Church located on campus where students meet for Chapel.

SPARC: Sports and Recreation Center accessible by car at 6699 SW Oleson Road or by foot behind the Upper School dorms.

Words You Will Hear On Campus

Aardvark: Official mascot. Many years ago, when the falcon mascot seemed a bit too hard-driving, a student reached for the dictionary and didn’t have far to look to find an alternative.

Acolyte: The First through Fifth Grade children are given the opportunity in a class rotation to take turns carrying the cross and candles for chapel. You will be notified when it is your child’s turn.

BS, LS, MS, US: Beginning School (Pre-K through Primary), Lower School (First through Fifth), Middle School (Sixth through Eighth), Upper School (Ninth through Twelfth).

Directory: Every phone number you will ever need! The directory will be distributed the first week of school. Stop by the LS office if you would like a second copy. Use of the directory is limited to official school use and personal communication.

EC: Extended Care. Pre-arranged after school care is available from 2:50 to 6:00 pm. Fees and information are available by calling the Extended Care Office at 503-416-9249.

PAL: Parent Association Link. As an OES parent you already belong! Information on PAL will be sent at the end of August.

Volunteers’ Common Link: This all-OES volunteer coordinating committee meets monthly and oversees the volunteer program at OES.

Buddy Families: New families are coupled with a returning OES family to “show you the ropes,” answer any and all of your questions and be familiar faces to help make your first year in Lower School a positive experience. If you have not received a buddy family, please contact Admissions volunteer, Moira Buckley at moirabuckley@gmail.com.

Miscellaneous

Lost & Found: **Please put your child's name in all clothing!** Everyone wears the same items and having names in the clothing makes locating them so much easier. Check our 3 locations- Room 10, the Gym and the Beginning School Hallway.

Lunches & Snacks: Lunch and snacks are provided for all Lower School students (Pre-K through 5th Grade). If you would like to join your child for lunch, contact the LS Office for lunch times. Please sign the guest register at the lunch location and your account will be billed. Weekly menus are published on the website.

Birthday Celebrations: We enjoy celebrating this special day. Please make individual arrangements with your child's teacher to see when "treats" can be enjoyed. All food must be store-bought and contain **no peanuts, peanut oils or nut products**. *Healthy treats are encouraged!*

Medication at School: When your child requires a prescription medication to be given at school, it should be brought to the LS school office in **the original container**. The pharmacy label provides the written health care provider's instructions that are required by Oregon statute. As the parent, you will need to complete the [OES authorization form](#) that provides the faculty/staff with permission and information needed to safely assist your child. This form is also available in the LS office.

Over-the-counter medication brought in from home also needs to be in the original container and have a form filled out before it can be given.

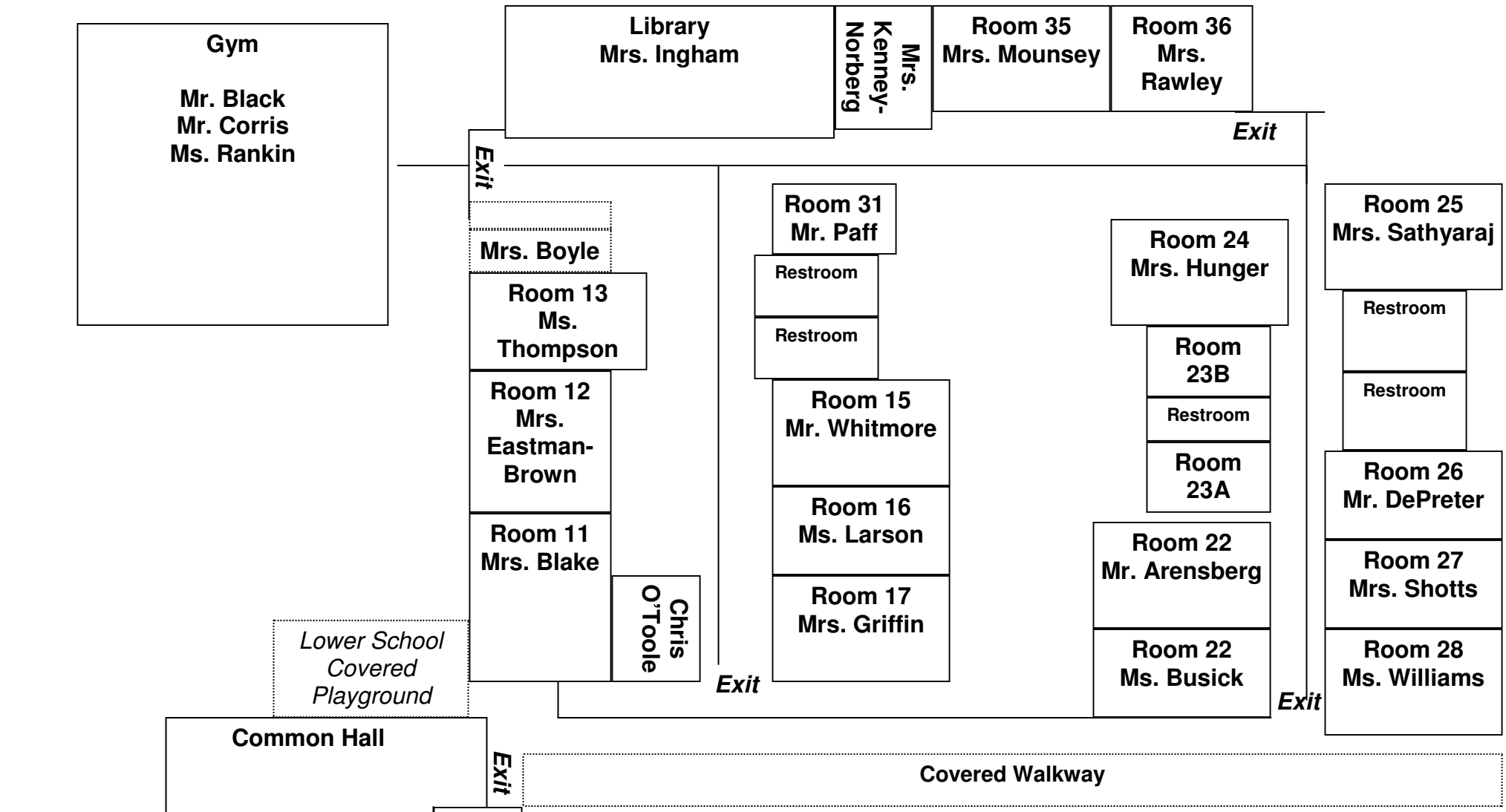
Do not send medicine to school for your child to keep and take on his or her own.

Items from Home: Your child's teacher will let you know when it is appropriate to bring toys from home for sharing. Items such as skateboards, radios, trading cards, electronic games, knives or toy guns are not allowed. Money is only appropriate to bring for specific items such as special T-shirts, school pictures and book fairs. Toys for use at recess are provided by the school only.

Talking with the Teacher: In addition to the regularly scheduled conferences, you should schedule time whenever you have questions or concerns. Please call and leave a message for your child's teacher with the office or communicate via e-mail. E-mail addresses for teachers are listed in the directory that will be distributed the first week of school.

School Pictures: Individual pictures are taken early in the fall, October 6th & 7th. Retakes will be available. A picture retake day will be scheduled with notification through the Wednesday Express.

Scouts-Boy, Girl & Camp Fire: These programs are available at OES beginning in First Grade and are run by parent volunteers. If your child is interested, sign-up is available opening day. The appropriate Scout/Camp Fire uniform may be worn to school on meeting days.



Room 5 - Miss Schilling	Extended Care
Room 4 - Mrs. Carsman	
Room 3 -Mrs. Bridgnell	
Room 2—Ms. McAuley	
Room 1 = Mrs. Tharp/ Miss Erickson	

Classroom Map

Lower School

Oregon Episcopal School