

Informational Packet



EVANGELICAL
CHRISTIAN SCHOOL

Lower School
2021-2022

Mrs. Cathy Boyd – Early Childhood Principal

Email: cboyd@ecseagles.com

Mrs. Ashley Colley – Lower Elementary Principal

Email: acolley@ecseagles.com

Mr. Ben Burgess – Upper Elementary Principal

Email: bburgess@ecseagles.com

Mrs. Amelia Howard - Office Administrative Assistant

Email: ahoward@ecseagles.com

Mrs. Kristen Grigson – Office Assistant

Email: kgrigson@ecseagles.com

Mrs. Cassie Ring - Learning Specialist

Email: cring@ecseagles.com

Mrs. Sarah Young – Admissions/Administrative Coordinator

Email: 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: 7:00-8:00 am

School Begins:

LE - JK: 8:45 - 2:45

SK – 5th: 8:15 - 3:15

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

School Website: www.ecseagles.com – On the main school webpage, you will find a tab on the top bar that says 'Menu', click here and then click on 'Parents' and scroll to bottom for Lower School information.

*What does my child need to wear to school?

- All students in grades Little Eagle-5th will wear uniforms Monday- Thursday each week. Each Friday will be a logo wear and jean day. All uniforms and logo wear can be purchased on our webpage located under the Menu/ECS LIFE 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.
- You will find specific Uniform guidelines located under the 'Uniform Information' drop down menu located on our Lower School campus information.
- 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.

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

Little Eagles and PK Students

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

*The following items will be needed for Little Eagle-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.

1st-5th Grade Students

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

Additional 1st-5th Grade Supplies –

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

- Bible (students in 2nd-5th grade)
- Assignment Notebook (students in 2nd-5th 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 1st and 2nd Grades have a reading incentive project that is optional. You can find these specific assignments under the 'Summer Assignments' drop down menu under Lower School Information.
- Students entering 3rd, 4th, and 5th 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 under Lower School Information.

***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, mailed, faxed to (901) 751-6782, or hand delivered to the Lower School Office Mon- Fri 7:30 am - 3:30 pm.

- 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.
- 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 2021-2022 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

Parents utilizing this service will need to register each of their children before the first day of school begins. Please visit <https://www.ecseagles.com/parents/aftercare> to register.

- Before Care is included in your tuition and will be offered from 7:00 am – 8:00 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 if you have not already done so.

Fall Offerings:

Flag Football 1st-4th

Cheer 1st-4th

Soccer 1st-5th

Cross Country 3rd-5th

Volleyball 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.