

## EPS BACK-TO-SCHOOL GUIDE 2020-2021

### APRIL

#### Course Registration

- Complete course registration sheets for both Middle and Upper School classes.

Questions? Contact Division Heads

- Upper School, [John Stegeman](#)
- Middle School, [Sam Uzwack](#)

### MAY

#### Complete Placement Exams as Applicable

##### Middle School

- Complete math placement exams as well as Spanish/Chamber Music assessment (if applicable).

Questions? Contact Middle School, [Sam Uzwack](#).

##### Upper School

- Students new to EPS will complete math placement exams when they request a course that does not align directly with previous coursework.
- Students new to EPS entering Spanish 2 or higher will complete a written and oral placement process.
- An audition video is required for students wishing to join Chamber Music Ensemble.

Questions? Contact Upper School, [John Stegeman](#).

#### Log in to Bill Pay Account to Set Payment Preferences

- EPS uses Bill Pay for all invoices. The Business Office will email families each time an invoice is posted. The first payment is due June 1 each year.

Questions? Contact [Shane Spellman](#), or 425-822-5668 x325

#### Enrollment Forms – Due June 1

- Check your School Forms Online (SFO) account to confirm that all forms needed by June 1 have been submitted. Forms are found at <https://sfo.inresonance.com/eastsideprep/>

#### Schedule Doctor's Appointment – Physical Form Due July 15\*

- Student physicals should be completed prior to July 15. Physical exams are **required annually** for each student. Physical Form and Immunization Form are due July 15.

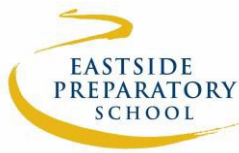
(Note: Due to the Coronavirus, physicals conducted within the last 12 months will now be accepted for the 2020-2021 school year.)

Questions? Contact School Nurse [Stephanie Hinson](#).

#### Tablet PC Form – Due June 1

- All EPS students are required to have a laptop. It is recommended that families purchase their laptop through the school. In doing so, the machine is fully compatible with all EPS systems and processes, students are learning on the same model as all of their peers and teachers, and the machine is fully supported by the school's tech office.
- Order form and laptop specs can be found on School Forms Online (SFO): <https://sfo.inresonance.com/eastsideprep/>

If you are considering a different laptop, please contact [tech@eastsideprep.org](mailto:tech@eastsideprep.org) prior to purchase to



## EPS BACK-TO-SCHOOL GUIDE 2020-2021

be sure it will work well with the school's systems.

Questions? [Jonathan Briggs](#), Director of Strategy, Technology and Information

### JUNE

#### Sign-up for athletics, academic teams and afterschool clubs\*

- A link to the registration form will be sent out in the May Head of School email as well as a direct email from the Athletics Office for athletics registration. The link can also be found on the 'Current Families' section of the website: <http://www.eastsideprep.org/current-families/athletics/>. (password: EPS1920)
- The deadline to register for fall sports is **June 19<sup>th</sup>**. It is important that we have accurate numbers so we can plan for the right amount of coaches, uniforms, games scheduled, equipment, etc. Thank you for your help with this!
- Upper School Fall Athletics:** Official practices for Upper School fall athletics begin running daily on Monday, August 24<sup>th</sup> and students are expected to make those practices. Per WIAA rules, all high school athletes must participate in 10 practices prior to competing therefore students who miss early practices will not be able to compete in the first few contests. Fall sports include Boys Golf, Boys Tennis, Boys Ultimate, Girls Soccer, Girls Volleyball, Co-ed Cross Country and Co-ed Rowing. There will be optional summer practices for some teams (volleyball, ultimate, basketball). Information pertaining to summer practices will be communicated by the Athletics Department after sign-ups are complete.
- Middle School Fall Athletics:** Official practices for Middle School fall athletics begin the first week of school. 5/6<sup>th</sup> soccer takes place during the school day, while all other practices take place 2-3 days a week after school. Fall sports include Girls Soccer, Girls Volleyball, Boys Soccer, Coed Cross Country and Coed Rowing (7<sup>th</sup>-12<sup>th</sup> grades only).
- Upper School Robotics:** Practices start on August 24. Attendance is required. Joining Varsity requires qualification, including prior experience on an FTC team. Contact the coach regarding qualification. JV Robotics students are welcome to attend beginning August 24, however, attendance is not required until the start of school. No prior experience is required for JV.

Questions?

- Clubs: [Paul Hagen](#), Director of Student Well-Being (or 425-822-5668 x556)
- Athletics: [Kim Eng](#), Athletic Director (or 425-822-5668 x559)
- Robotics: [Gunnar Mein](#), Robotics Coach

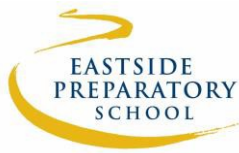
(Note: Because regulations are changing rapidly, the deadline for signing up for athletics has been extended to July 2. Additional information can be found in the Weekly Briefing archive located [HERE](#). Password is EPS1920.)

#### Purchase Summer Reading Books

- Summer reading book titles will be communicated by Division Heads in their August email.

Questions or concerns? Contact the Division Heads:

- [John Stegeman](#), Upper School Head
- [Sam Uzwack](#), Middle School Head



## EPS BACK-TO-SCHOOL GUIDE 2020-2021

### Submit Bus Service Form (if applicable)

- Forms can be found on School Forms Online (SFO):  
<https://sfo.inresonance.com/eastsideprep/>
- Existing route information can be found on the [Transportation](#) tab of the 'Current Families' webpage. (Password: EPS1920). Bus route details for the coming year will be communicated to families in June.

## JULY

### Picnics for New Families in 5, 6, or 9<sup>th</sup> Grade\*

Picnics for new and ambassador families are scheduled in late July on the EPS campus (fifth grade – July 28, 6<sup>th</sup> grade – July 29, 9<sup>th</sup> grade – July 30). These picnics allow students and parents new to EPS to meet a small group of ambassador families to make connections and start building relationships. These picnics are in addition to the picnics held just before school begins. More information will be sent from the Parent Association.

Questions? Contact the Director of Institutional Advancement, [Vickie Baldwin](#).

**(Note: Due to restrictions on gatherings, dates for new family picnics are not firm. Details will be provided as soon as more information is known.)**

### Complete Health Profile on SchoolDoc. Submit Physical Exam Form, Prescription Medication Form (as needed) and Action Plans (as needed) – **Due July 15**

- All medical forms are located and turned in on SchoolDoc
- Link to SchoolDoc is found under the School Forms section of SFO (<https://sfo.inresonance.com/eastsideprep/>) and is titled "2020-2021 SchoolDoc"

Questions or concerns? Contact School Nurse [Stephanie Hinson](#).

## AUGUST

### Student Schedules

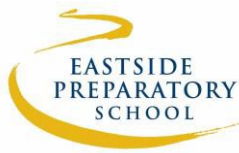
Student schedules will be emailed from the Division Heads.

Questions? Contact the Division offices:

- Middle School: [Randi Peterson](#), 425-822-5668 x124
- Upper School: [Shelly Allen](#), 425-822-5668 x120

### Sign up for Advisor-Parent-Student Conference

- An online sign-up link will be in the August Division Head email.
- Student-Parent-Advisor conferences will be held on September 3 and 4. Conferences last 30 minutes and are an opportunity for parents to meet their student's advisor, discuss goals for the year and answer any final questions about the start of school. The sign-up link will be sent in the August Division Head email. (This is a great time to drop off emergency medications and prescriptions.)



## EPS BACK-TO-SCHOOL GUIDE 2020-2021

### **Purchase Books and Supplies**

- Final course list and ordering details will be communicated in the August Division Head email.
- Online bookstore opens and optional on-campus ordering stations will be available in August. Exact dates will be communicated in the August Division Head email.
- Middle School Supply List will be communicated in the August Division Head email

Questions about books? Email [bookstore@eastsideprep.org](mailto:bookstore@eastsideprep.org)

### **Purchase EPS Logowear and PE Clothes**

For students taking PE in the fall, EPS approved PE clothing can be purchased in two places:

- EPS PE shirts can be purchased via the EPS Athletics Department (contact [Angie Sharp](#)) beginning August 24<sup>th</sup> or from the online store which can be accessed through the [EPS Logowear](#) tab on our 'Current Families' webpage. (Password: EPS1920)
- The EPS Logowear website is now open year-round. More information is available on the [EPS Logowear](#) tab on the 'Current Families' webpage. (Password: EPS1920)
- Students in PE classes will need to change clothing for class; wearing any EPS shirt, athletic shorts or pants and athletic shoes.

### **Upper School Fall Sports Practices Begin**

- Practices begin the week of **August 24**.

Questions? Contact our Athletic Director, [Kim Eng](#).

### **Upper School Varsity Robotics Team Meetings Begin**

- Varsity Robotics meets Tues-Fri starting **August 24**. Attendance is required.
- Students participating in JV Robotics, grades 8-12, are welcome to attend starting August 24, however attendance is not required until the start of school.

Questions? Contact Robotics Coach, [Gunnar Mein](#).

### **Finish Summer Reading – Due September 9**

- Summer reading books will be discussed the first week of regular classes.

### **Submit Fall Orientation Forms**

- All students participate in a grade-level orientation the first week of school. Details for each grade level will be communicated in mid-August by the Director of Student Well-Being office with details and information about any additional permission forms.

Questions? Contact our Director of Student Well-Being, [Paul Hagen](#).

### **Become familiar with Opening Weeks Schedule**

- Know the drop-off and pick-up route
- Pay close attention to differences in the afterschool study hall, bus route schedule and lunch options as they may be modified for that first week.

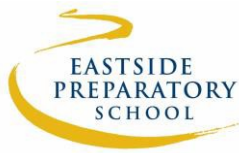
Questions? Contact the Division offices:

- Middle School: [Randi Peterson](#), 425-822-5668 x124
- Upper School: [Shelly Allen](#), 425-822-5668 x120

### **Load your MySchoolLunch.com Account**

- An email will go out to you towards the end of August with each student's ID number and details about how to load money into the online lunch account.

Questions? Email [Shane Spellman](#) or 425-822-5668 x325



## EPS BACK-TO-SCHOOL GUIDE 2020-2021

### SEPTEMBER

#### Attend Grade Level Picnic

- During the **week of August 30** every grade level will have an event for families to reconnect and meet everyone in their grade. These picnics are organized by the Parent Grade Level Representatives for each grade (a parent volunteer position). Details about these events will be provided over the summer from the Grade Level Rep via email.
- Two grade-level picnics will be held on campus:
  - 5<sup>th</sup> grade picnic at EPS: September 2, 5:00-6:30pm
  - 6<sup>th</sup> grade picnic at EPS: September 3, 6:00-7:30pm

#### Attend Laptop Orientation

- Multiple sessions will be offered during conference days on **September 3 and 4**.

#### Start Reading EPS Weekly News

- EPS Weekly News are the primary way EPS communicates important information about the school, upcoming events, opportunities and deadlines. It goes out to the EPS community every Friday when school is in session beginning the week before the start of school.

#### Attend Student-Parent-Advisor Conference

- September 3 and 4**, pre-registered 30-minute timeslots. The sign-up link will be sent in the August Division Head email. Parents and students are expected to attend.

#### Photo Days

- Eastside Prep students should plan to have their photo taken for the yearbook and student ID on September 3 and 4.

#### First Day of School – Wednesday, September 9

#### Fall Orientations

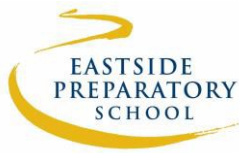
- September 10 and 11** - Details about the specific experiences will be communicated in August from the Director of Student Well-Being, Paul Hagen.
- Coming to a new school can be a little scary, but these orientation experiences quickly alleviate that uncertainty. Each grade level participates in activities designed to build community. Students have time to really get to know each other and their advisors during orientation as they participate in teambuilding activities and challenges designed to unite them as a group and set them up for success during the school year. Every year students leave as individuals but return as a cohesive group of classmates.

Questions, concerns or anxieties? Contact Director of Student Well-Being, [Paul Hagen](#).

#### Bus Service Begins

- EPS Bus Service (for those who have signed up) will begin during the first weeks of school. Details will be communicated in the Opening Weeks Schedule in August.
- Bus Service forms for first trimester are due by August 1<sup>st</sup>. If you decide you want the service after this date, please email to see if space is available.
- Families can opt into the bus service by trimester and elect one way or round trip. The bus forms are on School Forms Online with all other enrollment forms.
- Details on routes and times are on the [Transportation](#) tab of the 'Current Families' section of the website.

Questions? Contact [Shane Spellman](#) or 425-822-5668 x325



## EPS BACK-TO-SCHOOL GUIDE 2020-2021

### **After-School Quiet Study Hall Begins September 14**

- All buildings on campus close to students at 4:00pm daily (unless involved in a meeting or activity sponsored by an EPS adult). The Levinger-Poole Commons remains open for a supervised After-School Study Hall. This is an optional service offered to students who need to be on campus longer. Students must be picked up by 6:00pm.
- On rare occasions, the After-School Study Hall may be relocated or cancelled. This information will be communicated in the EPS Weekly News well in advance.
- No prior sign-up required and there is no additional cost to families. Students are required to sign-in and out each day.

### **After-School Teams and Clubs Begin**

- Except for Upper School athletics and robotics (which start the week of August 26), the remaining afterschool clubs and academic teams will begin the **week of September 14**.

### **Clubs During the School Day Begin**

- Clubs that meet within the school day will begin the week of September 9.
- Club options will be viewable on the 'Current Families' website in June. Middle School students are required to pick a club or activity each trimester, though no registration is required. Upper School students can join a club or use the time to meet with teachers or peers.

### **Middle School Play Auditions**

- Auditions take place after school on **Sept 15-17**.
- Students should attend the first two days of audition. The third day is reserved for call backs for specific students the director would like to see again.
- Sign-ups to help with tech or behind-the-scenes work happen during on the same days.
- The rehearsal schedule is communicated at auditions. Plays are a 3-5 day a week commitment.

More details will appear in the EPS Weekly News during the first week of school.

### **Attend Fall Harvest – *for parents only***

- Mark your calendars for our annual event on **October 2** – This guardian and parent-only evening social event is a great way to connect with other parents. No auction, no fundraising, just fun. Invites will be sent out in September.

### **Attend a Head's Table – *for parents only***

- All parents/guardians are invited to attend these small group breakfast and lunch gatherings hosted by Terry Macaluso, our Head of School. Parents will learn more about how the school works (including our fundraising efforts) and have an opportunity to ask questions. Events run from September to November.