

EPS BACK-TO-SCHOOL GUIDE 2018-2019

APRIL

Course Registration

- Complete course registration sheets for both Middle and Upper School classes.
- Complete math placement exams as well as Spanish/Chamber Music assessment (if applicable).

Questions? Contact Division Heads

- Upper School, Bart Gummere – bgummere@eastsideprep.org
- Middle School, Sam Uzwick – suzwick@eastsideprep.org

MAY

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 Rhiannon Chelini, billing@eastsideprep.org or 425-822-5668 x331

Guided Study Hall Contracts Due May 1 (if applicable)

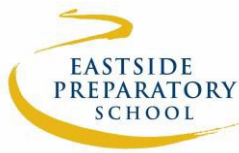
- Contact Student Support Administrative Assistant Tracy Ritter (tritter@eastsideprep.org) if you are interested in Guided Study Hall. Parents may be able to sign up their students for GSH after May 1 if space is still available.

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 May. The link can also be found on the 'Current Families' section of the website: <http://www.eastsideprep.org/current-families/athletics/>. (password: Eagles2017)
- Sign-ups continue as school begins, however, getting on the email list in June is important to ensure receipt of timely information. Registering late for Upper School athletics and robotics has ramifications (see below).
- Upper School Fall Athletics:** Official practices for Upper School fall athletics (boys Ultimate, girls soccer, girls volleyball, co-ed cross country) begin running daily on August 20 and students are expected to make those practices. Washington State rules state that high school athletes must participate in 10 practices prior to competing in any contests. Students who cannot attend early practices will not be able to compete in the first two weeks of contests. Inability to attend summer practices may also jeopardize a student's ability to be on a Varsity team. There are optional July practices for some teams (volleyball, boys ultimate, boys basketball). Exact information will be communicated by coaches in the spring after sign-ups are complete.
- Upper School Robotics:** Practices start on August 27. 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 27, however, attendance is not required until the start of school. No prior experience is required for JV.

Questions?

- Clubs: Paul Hagen, Dean of Students – phagen@eastsideprep.org, 425-822-5668 x556
- Athletics: Kim Eng, Athletic Director – keng@eastsideprep.org, 425-822-5668 x559
- Robotics: Gunnar Mein, Robotics Coach – gmein@eastsideprep.org



EPS BACK-TO-SCHOOL GUIDE 2018-2019

Enrollment Forms – Due June 1

- Check the 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 August 1

- Student physicals should be completed prior to August 1. Physical exams remain current for two years. Physical Form and Immunization Form are due August 1.

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/>

Questions? Jonathan Briggs, Chief Technology and Innovation Officer - jbriggs@eastsideprep.org

JUNE

Download Student Schedule

- Families will receive an email from the Division Head in June with instructions on how to download their student's preliminary schedule for next year.

Questions or concerns? Contact the Division Heads:

- Bart Gummere, Upper School Head – bgummere@eastsideprep.org
- Sam Uzwack, Middle School Head – suzwack@eastsideprep.org

Purchase Summer Reading Books

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

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 'Current Families' webpage: <http://www.eastsideprep.org/current-families/transportation/> (Password: Eagles2017). Bus route details for the coming year will be communicated to families in June.

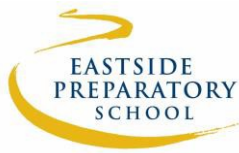
AUGUST

Submit Physical Form, Prescription Form and Immunization Form – Due August 1

- Forms are found on School Forms Online (SFO): <https://sfo.inresonance.com/eastsideprep/>
- Physical, Prescription and Immunization Record Forms need to be physically turned in to the Division Office:
 - Middle School – Randi Peterson, rpeterson@eastsideprep.org
 - Upper School – Shelly Allen, sallen@eastsideprep.org

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 10 and 11. 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.



EPS BACK-TO-SCHOOL GUIDE 2018-2019

Purchase Books and Supplies

- Online bookstore opens **August 1**.
- Optional on-campus ordering stations with staff support will be available August 20.
- Final course list and ordering details 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

Purchase EPS Logowear and PE Clothes

- For students taking PE in the fall, EPS approved PE clothing can be purchased in two places:
 - *The EPS Logowear website is open during June, August, and September and prior to each new trimester. There is a separate link for each ordering window which will be communicated in the Weekly Friday Email and on the 'Current Families' webpage:*
<http://www.eastsideprep.org/current-families/logowearstudent-store/>
 - *EPS Student Store: PE clothes will be in stock on campus beginning August 20, and a smaller selection throughout the year. The store is located in the LPC.*

Upper School Fall Sports Practices Begin

- Practices begin the week of **August 20**.

Questions? Contact our Athletic Director, Kim Eng, keng@eastsideprep.org

Upper School Varsity Robotics Team Meetings Begin

- Varsity Robotics meets Tues-Fri starting **August 27**. Attendance is required.
- Students participating in JV Robotics, grades 8-12, are welcome to attend starting August 27, however attendance is not required until the start of school.

Questions? Contact Robotics Coach, Gunnar Mein, at gmein@eastsideprep.org

Sign Up For Student-Parent-Advisor Conference

- September 10 and 11**, 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.

Finish Summer Reading – Due September 12

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

Submit Fall Overnight Forms

- All students participate in a grade-level overnight September 13 through 14. Locations will be communicated in mid-August by the Dean of Students office with information about any additional permission forms. These forms need to be submitted prior to the overnight.

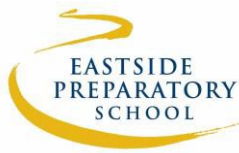
Questions? Contact our Dean of Students, Paul Hagen at phagen@eastsideprep.org

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 Admins:

- Middle School: Randi Peterson, rpeterson@eastsideprep.org, 425-822-5668 x124
- Upper School: Shelly Allen, sallen@eastsideprep.org, 425-822-5668 x120



EPS BACK-TO-SCHOOL GUIDE 2018-2019

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 Auxiliary Services Coordinator, Lisa Coulter

lcoulter@eastsideprep.org

SEPTEMBER

Attend Grade Level Picnic

- During the **week of September 3** 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:
 - 5th grade picnic at EPS: September 6, 5:00-7:00pm
 - 6th grade picnic at EPS: September 4, 6:00-8:00pm

Attend New Student Orientation – *for students only*

- Upper School: TBD (info will be included in June Head's email)**
- Middle School: September 6, 4:00-5:00pm**
- Division Heads, faculty, and current EPS students will help give information designed to make students more comfortable and prepared for the first day of school, including time to walk through the daily schedule and find classrooms.

Attend New Parent Orientation – *for parents only, same time as student orientation*

- Middle School: September 6, 4:00-5:00pm**
- Middle School parents will receive information about upcoming new parent series dates and start of school schedule.

Attend Laptop Orientation

- Multiple sessions will be offered during conference days on **September 10 and 11**.

Start Reading EPS Weekly Friday Emails

- EPS Weekly Friday Emails are the primary way EPS communicates important information about the school, upcoming events, opportunities and deadlines. These emails begin **September 7**.

TALI Building Grand Opening – Saturday, September 8

- 11am -3pm, ribbon cutting at noon. All EPS students and parents are invited to attend the grand opening of our new building. **The new building will include an art installation comprised of photos taken during the grand opening – all EPS families can be a permanent part of the TALI Building by attending this ceremony.**

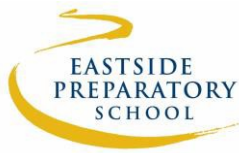
Attend Student-Parent-Advisor Conference

- September 10 and 11**, 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 10 (9am-5:30pm) and 11 (8:30am-noon).

First Day of School – Wednesday, September 12



EPS BACK-TO-SCHOOL GUIDE 2018-2019

Fall Overnights

- September 13 and 14** - Details about the specific trips will be communicated in August from the Director of Student Life, Paul Hagen.
- Coming to a new school can be a little scary, but these overnight adventures quickly alleviate that uncertainty. Each grade goes to a local camp where they work with their advisors and teachers to set the tone for the year. Students have time to really get to know each other, and they all 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 about an overnight trip? Contact Dean of Students, Paul Hagen, directly at phagen@eastsideprep.org.

Bus Service Begins

- EPS Bus Service will run the first day of school for students who have signed up for the service. Bus Service forms for first trimester are due by August 1st. If you decide you want the service after this date just email to see if space is available.
- Due to Fall Overnights on the second and third day of school, there will be a modified bus schedule. Typically, service runs to school the second day, but is suspended for the remainder of the week. Details will be communicated in the Opening Weeks Schedule in August.
- Regular daily bus service begins on **September 17**.
- 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 'Current Families' section of the website: <http://www.eastsideprep.org/current-families/transportation/>

Questions? Contact Facilities Manager, Jen Tastet, at jtastet@eastsideprep.org

After School Quiet Study Hall Begins September 17

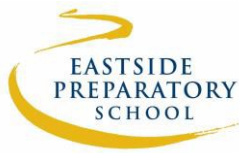
- All buildings on campus close to students at 4:00pm daily (unless involved in a meeting or activity sponsored by an EPS adult). The Lvinger-Poole Commons remains open for a supervised After School Quiet Study Hall. This is an optional service offered to students who need to be on campus longer. Students must be picked up by 6:00pm.
- On rare occasions, the After School Quiet Study Hall may be relocated or cancelled. This information will be communicated in the Weekly Friday Email 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 20), the remaining afterschool clubs and academic teams will begin the **week of September 17**.

Clubs During the School Day Begin

- Clubs that meet within the school day will begin the week of September 17.
- Club options will be viewable on the 'Current Families' website in May. Middle School students are required to pick a club or activity each trimester. Upper School students can join a club or use the time to meet with teachers or peers.



EPS BACK-TO-SCHOOL GUIDE 2018-2019

Middle School Play Auditions

- Auditions take place after school on **Sept 25 – 27**.
- Students should attend the first day audition but will likely not need to attend all four days.
- Sign-ups to help with tech or behind the scenes work happen during these days as well.
- The rehearsal schedule is communicated at auditions. Plays are a 3-5 day a week commitment.

Questions? Contact Brian Hutcheson, Director of Fine and Performing Arts,
bhutcheson@eastsideprep.org

Attend Fall Harvest – *for parents only*

- September 28** – This 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 Back to School Night – *for parents only*

- October 4** – This evening event is designed to give parents a chance to meet their student's teachers and learn more about their classes. More details will be communicated in the Weekly Friday Email closer to the events.

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

- All parents 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.