

Lower School New Parent Orientation

September 1, 2016

+ Welcome to LAB!

- Sylvie Anglin, Principal, Lower School
- Joanne Reott, Administrative Manager, Lower School
- Lower School Counselors: Christine Sullivan (3rd) Cathy Gruber (4th) and Melissa Steger (5th)
- Lower School Parent Association Council Members: Vanessa Copans, Cathy Lee, Sara Skelly, Andee Stacy

+ Agenda

- 9:45 – 10:45 Presentation to parents, students will participate in a get to know you activity with the LS Counselors
- 10:45 – 11:00 Questions and wrap-up
- 11:00 – 12:00 3rd Grade and New Lower School Student Scavenger Hunt
- 12:00 – 1:00 Picnic on The Midway– New Families should pick up boxed lunches in the LS Office, BLS108



What You Need to Know Now

+ Important Dates

- First Day of School: Tuesday, September 6
- Room Parent Orientation: Friday, September 9
- All Schools Volunteer Fair: Friday, September 9
- Lower School Parent Night: Wednesday, September 14
- New Parent Reception: Saturday, September 17
- Picture Day: Wednesday, September 21
- Lower School Coffee Chat with Sylvie: Friday, September 23
- First PA Meeting: Welcome to the Year: Monday, September 26
- Lower School Principal Chat with Sylvie: Friday, September 30

+ Back to School Items

- Power School
 - For confidential, student-specific information and online family directory

- Extended Day Registration
 - Through the Parent Portal on www.ucls.uchicago.edu/ucls-parents (see Extended Day)

- Café Lab – Bag Lunches, Milk/Drink Plans
 - click on the ‘Café Lab’ tab under “Everyday” in the menu at the bottom of www.ucls.uchicago.edu. Can also access through the Parent Portal

- Bus Registration: must pre-register to ride on the first day
 - Contact Colleen Coyle in Extended Day with questions

- What is FACTS?
 - Billing service provider which school uses for various items: incidental expenses such as tickets to plays, other materials

+ Back to School – what your child needs

- Teacher letters list supplies
 - Many teachers have very specific requests, have all for the first day of school
- Gym starts week 1 – consider leaving extra gym shoes at school, especially in the winter
- 5th grade students: Gym clothes and instruments
 - Gym clothes at Lands End – there is a link through Back to Lab in Power School
 - Need 2 locks: for gym and instrument
 - Instruments at Quinlan and Fabish – link also in Back to Lab in Power School



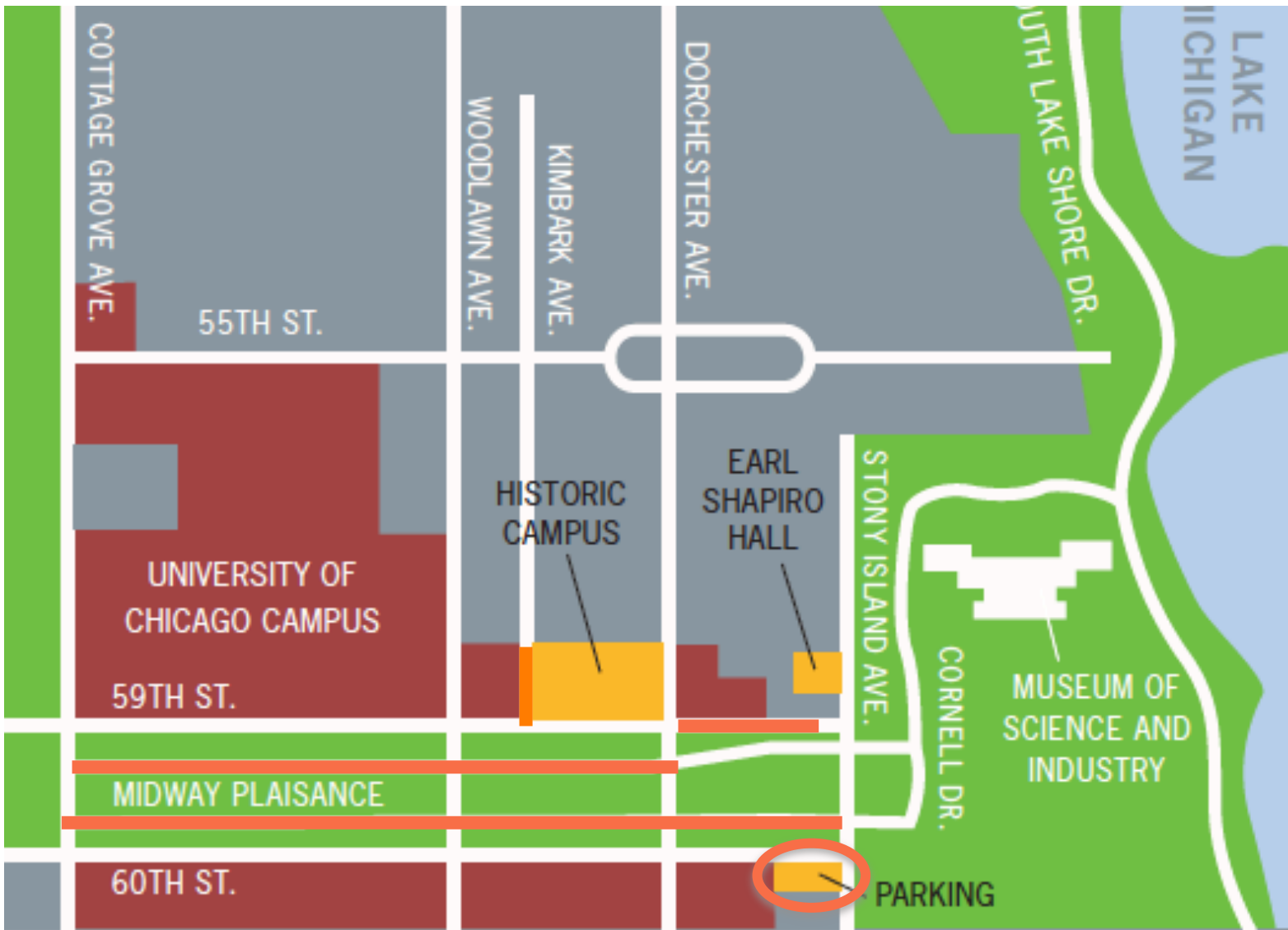
+ What You Need to Know for
the First Day of School

+ First Day Logistics – Tuesday, September 6th!

- Coffee and bagels in Blaine Lobby at 8am and through the morning – please stop by!
- Lower School Begins at 8:25 am
 - Parking on the first day is very limited
 - If walking in with your child, please consider arriving in the area by 7:45am to allow ample time to park
 - Note: if you arrive in the area by 7:30am, you can always have breakfast at a café on 57th or at Booth School of Business Café across Kimbark
 - If dropping off, enter carline on 59th and follow cars to drop off at entrance of Blaine
 - If arriving before 8am, kids must stay on the 1st floor – 3rd graders outside their rooms, and 4th and 5th graders must wait in Blaine Lobby until 8 a.m.
- First Day in Lower School is a FULL DAY

+ First Day Logistics – Tuesday, September 6th!

- Where to Park:
 - On the Midway or on neighborhood streets
 - Pay parking spots on 59th street east of Dorchester (at the International House) – about 10 cars fit here
 - Pay parking spots on 57th between Kimbark and Kenwood
 - Lot at 60th and Stony Island
 - Limited parking spots along Kimbark Ave (use orange spots only)
 - Will need to obtain a pass from the Security Desk in Judd Hall lobby (5835 S Kimbark)
 - Lab Shuttle: Runs between ESH, Parking Lot at 60th and Stony Island, and Historic Campus



University of Chicago Campus Laboratory School

Denotes Parking

+ First Day - What the Kids Need

- Any supplies outlined by teacher
 - LABELED supplies and gym clothes
- Backpack –LABELED (Mabels Labels fundraiser on www.labparents.org)
- Appropriate clothing: gym shoes
 - Also best to get all winter gear now so that they are ready
- Lunch and snack
 - LABELED containers
 - Mid-morning snack every day
 - Lunch - best to minimize warm-ups because lunch-time is limited, consider thermos if sending a lunch which needs to be warm
 - Allergy Management: 3rd and 4th grade restricted classrooms, 5th grade classrooms not restricted. Check Back to Lab for a Note from the Nurse
 - Be sure to discuss any allergy management strategies with your child's teacher before the first day
- Water bottles always a good idea – ones with built in straw or sports tops are easiest

+ First Day Dismissal

- Lower School Dismissal on first day: 3:30 p.m.
 - Please discuss your family's dismissal plans with your child before the first day
 - Any last minute changes, please call Lower School Office (773) 702-9448
 - Teachers do not check their email often during the day
- Lower School kids self-dismiss
 - 3rd grade teachers will walk kids out for first few week or so
 - If you have an ESH pick-up first, you have plenty of time to pick up at ESH and either walk to the Historic Campus, ride the Lab Shuttle to Blaine or fall into the car line

+ Dismissal Locations

- Dismissal/meeting place options: 59th Street Car Line, Blaine Lobby, High School Lobby, Judd Lobby, Lakeview/Lincoln Park/Gold Coast/Bucktown Buses (board on 59th in front of Blaine Hall), Lab Shuttle, CTA bus stop
- Gordon Parks Arts Hall Lobby
- Note that the north side of 59th street is designated NO PARKING
 - Designated for car line
 - You will get ticketed

+ 59th Street Car Line

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- Enter car line on 59th street at Stony Island
 - If you have an ESH pick up first, enter the car line by turning right onto 59th street from Stony Island and follow cars that look like they are waiting
 - Please do not try to bypass waiting cars or double park on 59th street to pick up
 - 59th is very busy, a CTA bus route runs along it and double parking is dangerous for everyone

+ First Days for Extended Day

- Tuesday, Sep. 6th – Extended Day: ExploreLab begins
 - Extended Day will email parents where to meet the first week
- Monday, Sep 12th – Extended Day Fall Quarter Open Enrollment Closes
- October 3rd – Fall Quarter Special Classes begin



+ First Week and Hitting a Groove

+ Regular Arrival and Dismissal

- Lower School Start Time: 8:25 am
 - Arriving by 8:10am gives students time to see friends, drop-off library books and settle into the day
 - Students arriving before 8:00am must wait in Blaine Lobby, 3rd graders outside their doors
 - Lower School Dismissal Times: 3:30pm and 2:40pm
 - Monday, Tuesday, Thursday: 3:30pm
 - Wednesday, Friday: 2:40pm
 - Wednesdays are faculty meeting times

+ Self Dismissal

- All Lower School Students self dismiss so they should walk themselves to their Extended Day program or to a designated pick up point (eg. in the building or carline).
- Lower School students are allowed to ride the free LAB Shuttle unaccompanied. The pick up location will be in front of the entrance of Blaine Hall. The Shuttle leaves Blaine every 15 minutes (:07, :22, :37, :52) and runs until 4 p.m. each school day.
- If there is any confusion, students should go to the Lower School office (Blaine S108.). **BE SURE TO FIND THE OFFICE SOMETIME DURING TODAY'S ACTIVITIES.** Teachers will assist with dismissal during the first week of school.

+ What are the kids doing all day?

- Classroom time
- Specials
 - Gym
 - Art
 - Music
 - Computer
 - World Language
 - Science
 - Library
- Recess
 - The kids will go outside unless it is very, very cold or very, very rainy, kids should be prepared to go outside every day
 - LABEL EVERYTHING (see Mabels Labels fundraiser on www.labparents.org)
 - Plan for layers



General Information



www.ucls.uchicago.edu

Lab's new website! Designed to work across platforms – computers, tablets and phones. Bookmark the “**Parent's Page**” which has the information and forms parents use most: Order lunch and milk from Café Lab, sign up for Bus Service, report an absence, contact the Nurse's Office, find a form, learn drop-off and pick-up procedures.

+ Calendar Planning

■ All- Schools Calendar

- From Home Page, scroll to the bottom for “School Calendars” broken down by school. Can also access through ‘All-Schools Calendar’ under “Everyday” at the bottom of the homepage
- Can search for Lower School specific dates and activities
- Includes an Athletics calendar
- Planning calendars listed for 2016-2017 and 2017-2018



Lab School Website - Power School

- PowerSchool: for confidential, student-specific information (Best viewed in Safari, Firefox and Chrome)
- Back to Lab 2016: Includes all links, instructions and messages for getting ready for your child's school year; e.g. Principal Message, Attendance History, Class Placement, Class Lists, Back to School Teacher supply lists, Handbooks, Faculty Directories
- Extended Day Program Registration: requires a separate "Add Student" in PowerSchool
- Progress Reports: Available twice a year.
- Lab's online, searchable family directory

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PowerSchool

PowerSchool is best viewed in [Chrome](#), [Firefox](#) or [Safari](#)

Lab Parent and Student Sign In

Username

Password

[Having trouble signing in?](#)

Create an Account

Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more](#)



School Communications

- e-News: Every other Thursday, contains ALL SCHOOL information such as upcoming meetings and events, as well as news from the Lower School.
- Schoology: first year this will be used in LS. Each teacher will have a page that will allow parents a glimpse into their student's school life
- Classroom newsletters/emails: Most homeroom teachers do a weekly or bi-weekly communication. This may come through the Schoology page.
- Room Parents email: Usually reminders of upcoming events and ways to become involved. These emails will originate from either your room parent contact or Brittany Chang, Lower School Room Parent Coordinator.
- You may often receive emails with links to signupgenius.com, [googledocs](https://docs.google.com), or [doodle](https://doodle.com) for volunteer opportunities or RSVP for classroom potlucks
- Twitter. You may follow our LS Principal, Sylvie Anglin @uclsprincipal

+ FACTS

- FACTS is the school's online payment system for most non-tuition, non-tax-deductible payments.
 - Café Lab (bag lunches, catering), Bus Service and Class Field Trips may all be billed from FACTS.
 - They will email you if you have an outstanding balance. Be sure to set up your FACTS account when you get the first e-mail to do so.
- Tax-deductible donations to the school will be a different online payment system.

+ Lab School Website – Parent Portal

- Parent Portal: password protected. Contains all Lab specific information
- Access through 'Parents' tab on home page
- Faculty, Staff and Parent Look Up
- Parents' Association Information

The screenshot shows the website's header with the University of Chicago Laboratory Schools logo and navigation links for Parents, Students, Faculty/Staff, and Summer Lab. A search bar is located on the right. Below the header is a dark red navigation bar with links for Café Lab, Nurse, Athletics, Giving, Faculty & Staff Directory, Family Directory, and Extended Day.

The main content area features a 'I Want To ...' section with a list of links: Find a form, Report or pre-arrange an absence, Read ENews, See school hours, Learn about the Parents' Association, Order books, Order gym uniforms, Make a gift, Learn about Extended Day programs, Learn about swim programs, and Use Student Bus Service.

Below this is a 'Resources & Information' section with links for Schoology-Parents and Learning & Counseling.

On the right side, there is a 'Calendar' section with a 'See Full Calendar' link. It displays dates for Wednesday, August 24 (LS Maker WORKSHOP Donation Drive) and Thursday, August 25 (LS Maker WORKSHOP Donation Drive).

+ Security & Parent ID's

- Security changes for the 2016-17 school year include the increased use of the UChicago ID and controlled building access
- All parents, guardians, and designated caregivers have the opportunity to receive a Lab Parent ID. These ID badges are the electronic keys that allow holders to enter Lab buildings during school hours. You can get your IDs **TODAY** until **1 p.m.** in the lobby of Gordon Parks
- UofC staff and families coming from ESH may already have ID's (they expire every two years)
- During drop-off and pick-up times, the U-High, Blaine Hall and Parks Hall entrances are unlocked. At all other times there is only one open entrance on the Historic Campus: Judd Hall. Your Lab ID will allow you to open select entrances that are locked during the school day.



Ways to Get Involved

Parents' Association

Key Volunteer Opportunities (Leadership)

Other Parent/ Student Groups

+ Parents' Association

- Please bookmark **www.labparents.org**
- Please join us for the PA Annual Meeting: Welcome to the Year: Sept 26, 7 – 8:30 p.m.
- Please join us for our first PA Speaker of the Year: Sarah Lawrence-Lightfoot: Nov 15, 8:45 – 9:45 a.m.
- E-News and the PA Web page will have a listing of all meetings, volunteer opportunities, community building events, and speakers throughout the year.
- All parents are part of the Parents' Association. We encourage you to volunteer at an event, and if interested, serve on the Board or in one of the many leadership positions available.



Key Volunteer Opportunities

- Room Parent: Organizational meeting: Friday, September 9th, 9 – 10 a.m. in the ESH Lobby
- Grade Level Events: Help organize an all grade activity
- Picture Day Coordination
- Bookswap
- All-School Community Events such as Connections and Rites of May
- **Want to learn about more opportunities?** Come to the All Schools Volunteer Fair: Friday, September 9th, 10 – 11 ESH Lobby

+ Other Parent and Student Groups

- Banana Splits: Student group for children of divorced parents (contact your child's counselor)
- Fifth graders can participate in Jammed Locker and Math Club in Spring Quarter
- Adoptive Parents Discussion Group with your child's counselor
- LD@Lab: Learning Differences Parent Group



Questions?

+ Important Contacts

- Sylvie Anglin, Lower School Principal
 - sanglin@ucls.uchicago.edu
 - 773-702-9448

- Joanne Reott, Lower School Administrative Manager
 - jreott@ucls.uchicago.edu
 - 773-834-9867

- Lower School Counselors: Christine Sullivan, Cathy Gruber and Melissa Steger
 - Christine Sullivan (3rd): csullivan@ucls.uchicago.edu
 - Cathy Gruber (4th): cgruber@ucls.uchicago.edu
 - Melissa Steger (5th): msteger@ucls.uchicago.edu

+ Lower School Council Contacts

- Vanessa Copans: vcopans@gmail.com
- Cathy Lee: cathyrlee@icloud.com
- Sara Skelly: sara-piper@sbcglobal.net
- Andee Stacy: andee60611@yahoo.com