

# WOODLAWN 101



## WOODLAWN SCHOOL

GENERAL SCHOOL  
INFORMATION

2024 - 2025  
ACADEMIC YEAR

# OUR MISSION

To produce independent,  
lifelong learners  
who are responsible,  
contributing members  
of a diverse global society.



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# SCHOOL HOURS

**8:30 AM - 2:45 PM**

Early Explorers Pre-K and Junior Kindergarten

**8:15 AM - 3:00 PM**

Kindergarten & 1st Grade

**8:15 AM - 3:15 PM**

2nd - 8th Grade

**8:30 AM - 3:25 PM**

9th - 12th Grade

**Office Hours:** 7:45 AM - 4:00 PM

**Note:**

Car Line opens at 7:45 AM for all students Pre-K - 12.



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# GENERAL INFORMATION

## Woodlawn Carline Locations

We utilize two car lines on our Woodlawn campus.

One is located at Stinson Hall and the other at Woods Hall. You access the Stinson Hall car line by taking the fork to the right after entering Woodlawn's campus. The Woods Hall car line is accessed by taking the fork to the left.

## Morning Drop-Off

Morning drop-off begins at 7:45 AM for all grade levels. We cannot guarantee that adults are on campus before that time. To ensure the safety of students, please do not drop children off prior to 7:45 AM.

For grades K - 8, we recommend that students arrive by 8:00 AM so they have plenty of time to prepare and greet friends, and are ready to begin their school day at 8:15 AM. Should you arrive after 8:15 AM (K - 8) or 8:30 AM (Pre-K and grades 9 - 12) your student will need a tardy slip to give to their teacher. *Please park your car and walk your student into Stinson Hall to check-in.*

## Lower School (Grades Pre-K - 5):

Morning drop-off occurs at Stinson Hall

## Middle School (Grades 6-8) and Upper School (Grades 9-12):

Morning drop-off occurs at Woods Hall.

## Afternoon Dismissal

- Pre-K and Junior Kindergarten students - 2:45 PM Dismissal - Stinson Car Line
- Kindergarten - 1st Grade - 3:00 PM Dismissal - Stinson Car Line
- 2nd - 5th Grade - 3:15 PM Dismissal - Stinson Car Line
- 6th - 8th Grade - 3:15 PM Dismissal - Woods Hall Car Line. If there is a younger sibling, you are welcome to use one car line to pick up your children.
- 9th - 12th Grade - 3:25 PM Dismissal - Woods Hall Car Line

For our 2nd - 5th grade families, we ask that you not arrive in the Stinson car line until 3:10 PM to avoid getting "stuck" in the car line for our earlier student dismissals. *\*Please note, if you have siblings, you are welcome to use one car line only. Typically the older child will use the Stinson Hall car line along with the younger sibling.*



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**Early Dismissals:** Parents wishing to pick up their child early should call or come to the main office where Woodlawn admin will call for the student to be released.

**Absences:** In the event your child is absent, please email [info@woodlawnschool.org](mailto:info@woodlawnschool.org). Woodlawn admin will notify your child's teacher(s). If you know you'll be out ahead of time, please coordinate with your child's teacher(s) or their Advisor.



**After Care at Woodlawn:** Our After Care program is offered daily from 3:00 PM to 5:30 PM for students in grades Pre-K - 1 and 3:15 PM to 5:30 PM for students in grades 2nd - 5th. There is a designated quiet time for students to focus on homework. Students also play outside on the playground, or indoors during inclement weather.

**Parents must pre-purchase blocks of time for planning purposes via our online platform, Sawyer: \$15 per half hour and \$20 per hour.** Please create your account and pre-register via Sawyer for the designated after-care time before your student enrolls in the program.

All Aftercare, Extended Day Clubs, and Summer Camps require payment in advance via the online platform.

The aftercare program is located in Garden Shed South, and you will pick up your student from there. Students should bring their own snacks and drinks. If you have questions about the After Care program, please reach out to Katie Verlin.

For billing questions related to blocks of time purchased and used, please contact Sharon Gostomski.



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# GENERAL INFORMATION

## Tuition and Payments

Payment may be made via one of the following methods:

- Bring a check to the main office of Stinson Hall.
- Mail a check to Woodlawn School, PO Box 549, Davidson, NC 28036.
- Bill Pay through your bank - Please use the above PO Box address if you choose Bill Pay.
- By setting up your SmartTuition account through 'BlazerNet's tuition management system.

\*For tuition-related questions, please email [Sharon Gostomski](mailto:Sharon.Gostomski).

**School Hot Lunch:** We are excited to offer **My Hot Lunchbox** as our hot lunch program! Order lunch from a wide variety of options provided by your student's favorite local restaurants.

**New Families:** To begin ordering lunches, please visit [ordernow.myhotlunchbox.com/login](http://ordernow.myhotlunchbox.com/login) and create an account by following these instructions:

1. Click "Sign Up."
2. Under Customer, click "Create Account."
3. Fill in all the required fields and be sure to add a profile for each child you are ordering for.

**Important note:** Ordering ends at 12:00 noon the day **before** each lunch delivery.

If you have questions, please get in touch with My Hot Lunchbox at (888) 894-8295 or email: [info@myhotlunchbox.com](mailto:info@myhotlunchbox.com).



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# GENERAL INFORMATION



## After School Clubs

**Grades K - 6th** - We have several exciting After School Club opportunities for students after school. These enrichment activities vary each trimester. Examples of some of our offerings are Science Club: Castle, Catapults, and Coat of Arms; Dance Intensive Class; Group Guitar; Chess Club; Soccer Vision Academy. For more information regarding After School Club opportunities, please contact [Katie Verlin](#).

**Middle and Upper School** - 6th through 12th grade are welcome to participate in various student-directed clubs and activities after school. Past clubs have included the following: Coding Club, Frisbee Golf, Model UN, Science Olympiad, Photography, and Student Newspaper. If your child is interested in starting a club at Woodlawn, please email [Katie Verlin](#) (MS) or [Hahna Hayden](#) (US).

**Trailblazer Athletics:** Woodlawn is a member of the Southern Piedmont Athletic Association and we have 13 Varsity Team offerings for grades 9 - 12. Sports teams include Soccer, Cross Country, Volleyball, Golf, Swimming, Basketball, Track & Field, and Tennis.

Our Middle School sports offerings are offered for 5th - 8th grade students where they can participate in 8 different interscholastic sports teams, including soccer, cross country, volleyball, basketball, golf, tennis, and flag football.

For more information regarding Trailblazer Athletics, please contact [Coach Priest](#).

**Parent Involvement:** There are multiple ways to be involved and we look forward to connecting you with other Woodlawn parents. Our parent organization is called the 'Blazer PAC Team. To learn about ways to volunteer or for any specific questions, please contact [Kari McCormick](#).



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# GENERAL INFORMATION



## **Woodlawn Whole School Communication**

### **Woodlawn Notes** - Upcoming Events + News

Our weekly e-newsletter keeps our community informed on the latest news and events at Woodlawn. This is one of the best ways to stay connected to the many Pre-K - 12th grade events happening on campus and in our local community. Woodlawn Notes is delivered every Thursday during the school year.

### **'Blazer Blast** - News You Need to Know Now

E-mail communication is delivered when there are special announcements to make. These e-blasts typically are delivered on Tuesdays but can vary from time to time.

### **Today's the Day** - A Campus Event Reminder

E-mail communication to remind our community of an event for the Woodlawn community that occurs on the day the email is delivered.

### **Looking Forward with Holly Honeycutt, Head of School**

An email communication each trimester from our Head of School, Holly Honeycutt, sharing what our community can look forward to in the weeks and months ahead.

**'BlazerNet** is where you can view your student's report cards throughout the year and access the student and parent directories. Please contact our Finance Office at [finance@woodlawnschool.org](mailto:finance@woodlawnschool.org) with any questions regarding your account, tuition, and/or other bills that come up throughout the school year.

**REMIND** - This is our text messaging service that we use to send out any emergency or last-minute news. Please make sure we have your correct cell phone numbers in REMIND. If new to Woodlawn, please follow the REMIND instructions included in this packet or via the Families page on our website.



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# GENERAL INFORMATION

## 'BLAZER PHILANTHROPY GUIDESHEET

Woodlawn's Advancement + Community Engagement Offices oversee fundraising, events, PAC Team (parent/community volunteers), alumni relations. and our most treasured asset - our students.

As we prepare the next generation of problem solvers for our complex world, we rely on investments beyond tuition, including time, talents, and treasure.

### The 'Blazer Fund

The 'Blazer Fund, our annual fund, provides the additional needed resources that are essential to empowering the intentionally innovative education experience that Woodlawn School provides.

These unrestricted gifts help sustain and support academics, our classrooms, extracurricular activities, athletics, and faculty and staff. Each fall, money is raised as a focused campaign involving our entire Woodlawn Community. Contributions have a significant qualitative effect on the school by supporting our operating budget. Gifts to the 'Blazer Fund are used in the current school year and provide a direct investment across our campus. Visit our website's "Get Involved - 'Blazer Fund" section for more information.

### 'Blazer PAC Team (Parents and Community) The Key to Building Futures

Our extraordinary parents who volunteer to support events and programs throughout the school year are the backbone of Woodlawn School and what makes us successful.

Our PAC team fosters school spirit, creates connections, and provides volunteer opportunities throughout the school year. All parents are members of the PAC and are encouraged to volunteer. From helping organize community events to campus beautification, the options are endless. For more information, please visit our PAC Team page on the website under "Get Involved."

**For questions related to the 'Blazer Fund, Community Engagement, PAC, and Alumni Relations:**

Kari McCormick  
Director of Community Engagement +  
Alumni Relations

**For questions related to Corporate Sponsorships and Capital Campaigns, reach out to:**

Seana Peele  
Director of Advancement + Communications



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# LEADERSHIP



**HOLLY HONEYCUTT, HEAD OF SCHOOL**  
[hhoneycutt@woodlawnschool.org](mailto:hhoneycutt@woodlawnschool.org)

Contact Holly for questions regarding school overview or to discuss the strategic vision of the school.



**KATIE BREWER, ASSOCIATE HEAD OF SCHOOL + COLLEGE COUNSELOR**  
[kbrewer@woodlawnschool.org](mailto:kbrewer@woodlawnschool.org)

Contact Katie for questions about policies and procedures, the college application process, standardized and AP testing.



**SHARON GOSTOMSKI, DIRECTOR OF FINANCE**  
[sgostomski@woodlawnschool.org](mailto:sgostomski@woodlawnschool.org)

Contact Sharon for questions regarding tuition payments, invoices, aftercare payments, and account balances.



**JENNIFER MOORE, DIRECTOR OF ENROLLMENT MANAGEMENT**  
[jmoore@woodlawnschool.org](mailto:jmoore@woodlawnschool.org)

Contact Jennifer for questions related to Woodlawn admissions, enrollment, financial aid or transcript requests.



**KARI MCCORMICK, DIRECTOR OF COMMUNITY ENGAGEMENT + ALUMNI RELATIONS**  
[kmccormick@woodlawnschool.org](mailto:kmccormick@woodlawnschool.org)

Contact Kari for questions regarding the 'Blazer Fund, community events, the 'Blazer PAC Team, volunteering, and Alumni relations.



**SEANA PEELE, DIRECTOR OF ADVANCEMENT + COMMUNICATIONS**  
[speelee@woodlawnschool.org](mailto:speelee@woodlawnschool.org)

Contact Seana for questions regarding corporate sponsorships, capital campaigns, school communications, the Woodlawn website, the online store and orders, student spotlights, yearbook ads, and community news.



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# LEADERSHIP



**DAN PRIEST, ATHLETICS DIRECTOR**  
[dpriest@woodlawnschool.org](mailto:dpriest@woodlawnschool.org)

Contact Coach Priest for questions related to our Trailblazer athletic programs, schedules, or how to volunteer and help support our athletic department.



**CRAIG CUMMINGS , DIRECTOR OF OPERATIONS + FACILITIES**  
[ccummings@woodlawnschool.org](mailto:ccummings@woodlawnschool.org)

Contact Craig for questions related to the Woodlawncampus and facilities.



**KATIE VERLIN, DIRECTOR OF STUDENT ENGAGEMENT + MS COORDINATOR**  
[kverlin@woodlawnschool.org](mailto:kverlin@woodlawnschool.org)

Contact Katie for questions related to Pre-K - 12th grade student life, clubs, and programs such as aftercare, extended day clubs, and summer camp.



**SHANNON HOCKSWENDER, DIRECTOR OF PRE-K - 6TH + ACADEMIC SUPPORT**  
[shockswender@woodlawnschool.org](mailto:shockswender@woodlawnschool.org)

Contact Shannon for questions regarding pre-k through sixth grades, testing, and academic questions.



**DR. ERIN GALE, PH.D., UPPER SCHOOL ACADEMIC DEAN**  
[egale@woodlawnschool.org](mailto:egale@woodlawnschool.org)

Contact Dr. Gale for questions related to Upper School operations, curriculum, and programs.



**HAHNA HAYDEN, UPPER SCHOOL DEAN OF STUDENTS**  
[hhayden@woodlawnschool.org](mailto:hhayden@woodlawnschool.org)

Contact Profe Hayden for questions related to Upper School student life, clubs, and activities.



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# LEADERSHIP



**LYNN CARLSON, ADMINISTRATIVE ASSISTANT, FRONT OFFICE RECEPTION**  
[lcarlson@woodlawnschool.org](mailto:lcarlson@woodlawnschool.org)

Contact Lynn for questions regarding general school activities, school arrivals and dismissals,



**MARY ANN COLLINS, K-12 SCHOOL COUNSELOR**  
[mcollins@woodlawnschool.org](mailto:mcollins@woodlawnschool.org)

Contact Mary for questions related to student counseling concerns.



**ANN MARIE REINER, SCHOOL NURSE**  
[areiner@woodlawnschool.org](mailto:areiner@woodlawnschool.org)

Contact Ann Marie for questions regarding health/medical forms, any health related concerns, or medications for your child.



## LET'S CONNECT

INSTAGRAM: @Woodlawn\_School

INSTAGRAM: @WoodlawnSchoolAthletics

FACEBOOK: @WoodlawnSchool

YOUTUBE: @WoodlawnSchool

X: @WoodlawnSchool

LINKEDIN: @WoodlawnSchool



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# QUICK LINKS



## 'BLAZER NET

This is where you can view your student's report cards throughout the year and access the student and parent directories.



## SAWYER PLATFORM

The Sawyer platform is where you can register for aftercare, extended day clubs, and summer camps. Save payment methods, medical information, and see your upcoming club schedule from within the app.



## MY HOT LUNCHBOX

My Hot Lunchbox is our solution to providing hot lunches to our student community Monday - Friday (when school is in session). Create your account and pre-order student lunches.



## FOREVER GREEN ONLINE STORE

Your destination for purchasing school yearbooks, school merch, and tickets to community events.



## COMMUNITY CALENDAR

Check out our upcoming events for this summer and the academic year when you visit our online events calendar on the Woodlawn School website. Subscribe to the calendar feed to be the first to know when new events and dates are added!



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704-895-8653

[info@woodlawnschool.org](mailto:info@woodlawnschool.org)

[woodlawnschool.org](http://woodlawnschool.org)

Woodlawn School

135 Woodlawn School Loop

Mooresville, NC 28115

