



## UNIFORM ORDERING & TIP SHEET

1. **Sign up for SCRIP** prior to placing your uniform order. Using SCRIP will earn you 16% toward your annual fundraising requirement. Contact Kim Garrett (661.496.3605) or Amy Bruhl (661.972.1060) for more information.
2. **Use your Kmart or Sears Rewards.** Enter your *Shop Your Way Program* member number for additional savings.
3. **Lands' End regularly offers discounts.** The greatest savings will be realized when utilizing the 30% off code along with free shipping for orders over \$50. Sign up for notifications at [landsend.com/school](https://landsend.com/school) for email updates. Note: LE regularly has specials throughout the year ranging from 10%-30% off or free logos (less of a savings but good on occasion).
4. **Allow 3 weeks for delivery.** Lands' End is outstanding for their return policy, however, their lead time on shipping is long.
5. **Only place orders with the Preferred School Number.** **You must set up an account and use our school code: 900144130.** Please see the next page for additional details.
6. **Select a basic package to get started.** These items have been selected based on age/grade and popularity with students while providing your child with everything that is required by the school - all for \$200-300 (shoes and belts not included). Add additional items later to fit your student's personal needs and preferences. Package information is available in the office or on our website.
7. **Logos are required.** The only items that do not require a logo are anything worn on the bottom, the plaid jumper, and the parka. If an item arrives without a logo, please contact Lands' End immediately and have the item replaced. **Items without logos will not be considered uniform attire!**
8. **Lands' End offers alterations.** If you need an item hemmed or altered, please contact the company directly to place your order. The exception would be for khaki slacks; select the appropriate inseam.
9. **Order additional Spirit Wear items and show your school spirit!** Anyone may order by selecting our school using the number code above. Next select "add a student", then enter the name and gender but select SPIRIT WEAR in lieu of a grade in the drop-down menu.
10. **Label all clothing items** with a washable pen on the back or side tag. We will not place items with names in the lost and found, but rather return them to the student. Non-labeled items go in lost and found and at the end of the month, they are washed and added to the uniform lending closet.
11. **Accessories may be purchased through any desired vendor** (belts, socks, tights, under skirt shorts, and hair accessories) with the exception of the tie for chapel days.
12. **Photos of shoe examples can be found on the school website** under the *Parent Life* tab and then select *Uniform Policy*. Brand names are not required but true navy is required and no additional colors other than a minimum amount of white.
13. **Prevent navy color from fading by setting the dye.** Add 1 cup vinegar to the washer the first time you wash the navy items. For future washings, always use a second rinse for navy to get all the detergent/soap out.
14. **Lands' End replaces defective items and torn knees on pants at no charge!** Call LE and ask how to get them replaced before ordering a new pair.