



UNIFORM ORDERING & TIP SHEET

1. **Sign up for SCRIP** prior to placing your uniform order. Using SCRIP will earn you 15% toward your tuition. Contact Kim Garrett (661.496.3605) or Amy Bruhl (661.972.1060) for more information.
2. **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 for email updates or watch the Knight Life Newsletter. Note: LE regularly has specials throughout the year ranging from 10%-30% off or free logos (less of a savings but good on occasion).
3. **Allow 3 weeks for delivery.** Lands' End is outstanding for their return policy, however, their lead time on shipping is long. Any item needing a logo will take approximately 2 more weeks.
4. **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.
5. **Select a basic package to get started.** These items have been selected based on what is required for your child. It does not include items such as Spirit Wear for Fridays, which is encouraged, but considered optional. You can always add additional items later to fit your budget and your student's personal needs and preferences. See the Uniform Guide for recommended options.
6. **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!**
7. **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.
8. **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.
9. **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 located in the teacher workroom (*the lending closet is available to all families*).
10. **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.
11. **Videos for clarification of acceptable items and photos of shoe examples can be found on the school website under the myHERITAGE tab.** Scroll down to *School Uniforms*. Brand names are not required but true navy (dark blue) *is required* and no additional colors other than a minimal amount of white. Royal blue shoes are not permitted.
12. **Please label all clothing with your student's name.** The school is not responsible for lost clothing. Labeled items are returned to the student. Unlabeled items are deposited into the lost and found and donated at the end of each month or added to the lending closet.
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!** Please note that they will only allow a 1-time, same-size replacement for any pants with a tear. Call LE and ask how to get them replaced before ordering a new pair.
15. **Lands' End has some tall sizes.** Example: the khaki A-line skirt adds 2 inches to the existing length of the women's sizes 4 and up. This "tall" section starts at size 0 and therefore overlaps some of the junior sizes (which will add 4 inches to the existing juniors' skirts).
16. **Lands' End also has a "Custom Shopper" who can take a custom order by phone,** and you will be able to order the skirt you want with the length YOU CHOOSE. This service is an extra cost, but with all of the deals of percentages off and free shipping, it is very possible to order a custom skirt and still pay less than the original cost of the skirt. For Custom Orders contact Chris Bartow at (608) 935-8608 at Lands' End. Be sure to have your daughter's measurements before calling.

***Approved uniform items must be purchased from Lands' End (1-800-469-2222 or www.landsend.com). Students may wear only approved items. Not all uniform items available at Lands' End are HOS approved. When purchasing, you will need to use our school code to view appropriate, approved items.**

HERITAGE OAK SCHOOL 900144130

Lands' End: your school uniform source.

Online: Go to landsend.com/school and create or sign in to your account. Include your student and school information in My Account (or find your School using the Preferred School Number Search: 900144130). Start shopping with your personalized product checklist.

Shop now via the direct link:

<http://www.landsend.com/pp/SchoolSearch.html?action=landing&selectedSchoolNum=900144130>

Phone: Call 1-800-469-2222 and reference your student's Preferred School Number 900144130, grade level and gender. Our team of consultants are available 24/7 for assistance.

DON'T FORGET TO SIGN UP ON LANDSEND.COM/SCHOOL FOR EMAIL UPDATES FROM LANDS' END.

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SCHOOL

800-469-2222 • landsend.com/school