



July 2022

TO: Parents of Students in Grades JK - 6

FROM: Mrs. Jennifer Bandy, Principal, Grades JK - 2

Mrs. Tasha Holliday, Principal, Grades 3 - 6

We are looking forward to seeing your children soon! Please carefully read through the dates, times, and details found below. This information will be helpful as you plan for the first day and start of school for the 2022-2023 school year. Also, please note that in the information found below we refer to several forms and documents that may need to be completed. Here is a link to our website to access those forms and other information. [CLICK HERE](#)

Orientation Sessions and Open House Plans for NEW Students/Families

Early Childhood Division New Student/Family Orientation and Open House Information:

Orientation for all **NEW JK** (K4), **NEW** Kindergarten (K5), and **NEW** First and Second grade students and their parents is on Monday, August 8, at 8:00 am in the Worship Center at Briarwood Presbyterian Church. Parents, please enter through the main entrance of the school (Lion Lobby) and drop off students in their classroom at 7:45 am prior to coming to the Worship Center. The students will remain in their classrooms with their teacher during the parent orientation time. Parents will pick up their child at 8:30 am following the orientation session. (Students do not need to be in uniform on this day.)

Elementary Division New Student/Family Orientation and Open House Information:

All students and parents **new** to Briarwood in **grades 3 - 6** should meet on Monday, August 8, at 8:45 am in the Church Chapel at Briarwood Presbyterian Church. Please enter through the main entrance of the school (Lion Lobby) and we will direct you to the chapel. Both parents and students will attend this session. New families will have the opportunity to visit your child's classroom following the orientation session at 9:15 am. (Students do not need to be in uniform on this day.)

Open House for Returning K-6th Grade Students/Families

Returning students in K-6th grade and their parents are invited to visit their 2022-2023 classrooms and meet their teacher at an Open House on Monday, August 8th. You will also pick up carpool cards and supplies. Please see your assigned time to visit your classroom on the provided schedule. (Students do not need to be in uniform on this day.)

**Overview of Schedule for Monday, August 8
Orientation and Open House**

This event is an opportunity for parents and students to visit classrooms, meet your teacher, pick up your carpool cards, and pick up supplies.

For NEW students and Families:	
Classroom drop off of all JK students/families, and all New K-2nd grade students/families	7:45-8:00
Early Childhood New Family Orientation for parents of: All JK students, and NEW K-2nd students- Church Worship Center	8:00-8:30
Elementary Division (3rd-6th Grade) New Family/Student Orientation- Church Chapel	8:45-9:15
Elementary New Family/Student classroom visit (3rd-6th grade)	9:15-9:30
For RETURNING students/families: If your LAST NAME begins with:	Please drop by your classroom for a brief visit during this assigned time:
A, B, Y, Z	9:30-10:15
F, S	10:15-11:00
G, H, I, X	11:00-11:45
Break/Lunch	11:45-12:15
J ,K, L, W	12:15-1:30
E, M, N, O	1:30-2:15
P, Q, R, T, U, V	2:15-3:00
C, D	3:00-3:45

Important Details about Orientation and Open House Monday, August 8th

- If you have a younger child attending an orientation session and an older child who is a returning BCS student, feel free to bring both children to the early morning orientation session. This will prevent you from having to make two trips to the school. The older child may visit his/her classroom during this orientation time. Please notify their teacher of these plans via email.
- Students may wear regular clothing on this day. Uniforms are not required. We will begin wearing uniforms on Tuesday, August 9th.
- We ask all parents and students to enter through the Lion Lobby entrance. This is the main entrance to the school. We will have a table set up at the entrance of the building to allow you to pick up your carpool cards for the year.
- After visiting classrooms, you will exit from a different location other than the Lion Lobby. Teachers will give you instructions on where to exit.
- Please be aware that this time is not designed to be a conference time with teachers. This is simply a QUICK hello, at time to check out your classroom, pick up your supplies/carpool cards then make a quick exit to allow our schedule to flow. Please email your child's teacher if you need to share information and they will set up a time to connect with you.
- Can't make your assigned time? No problem! Please email your teacher to work out another time to drop by on Monday, August 8th.

First School Day

Tuesday, August 9- **All** students in JK-6th grade will begin school today. School begins at 8:00 am. We ask all students to be in their seats by 7:55 am each day. All students should be in uniform starting today. Uniform information can be found on the school website.

LUNCH INFORMATION

Each day students may bring lunch from home or buy lunch in the school lunchroom. Information about our lunchroom menu, payment, and pricing will be sent via email soon.

Orientation for Parents of Third Graders

Orientation for **parents of third grade** students will be on Thursday, August 11, from 7:45-8:45 am in the church Choir Room. This is a Late Start day, but we will hold this orientation program early on this day. Parents may park in Parking Lot A then drop students off at classrooms at 7:30 am. Parents may then walk to the Chapel for the orientation. More details to come.

Back to School Night and Classroom Orientations

We will host our Back to School Night and classroom orientation event for parents of students in JK-6th grade on Thursday, August 25, at 6:30 pm. More details will be sent soon.

School Hours

8:00-12:45 - **JK and K students enrolled in the half day program**

8:00 AM - 2:20 PM - **Full Day JK, K, 1st, and 2nd Grade students**

8:00 AM - 3:00 PM - **Grades 3-6**

It is our goal this year to have EVERY student in their classroom, seated, and ready to go by 8:00 am! Instruction begins at this time! This means that you will need to arrive on campus BEFORE 8:00 am to allow your child ample time to exit your car and get to their classroom.

Please consider your early morning schedule, commute, and routine to help us meet this goal to have every student in their seat ready to learn by 8:00 am each day!

***Please remember that we have a LATE START day every THURSDAY. School will begin on Thursdays at 8:45 am. Carpool begins at 8:15 am. Early Care is available for students starting at 7:00 am. Students arriving between 7:00-7:20 will be charged a small fee and no fee will be charged to students who arrive between 7:20-8:15 am. See more information on the Late Start Information Sheet found on the start of school information on the website.**

Before and After School Supervision

The school provides supervision of students from 7:00 AM - 5:30 PM on each regular school day.

All students arriving at school between 7:00 AM and 7:30 AM are to report to the gymnasium. Before School Supervision (Early Care) begins at 7:00 AM for students who need to arrive before 7:20 AM. The charge for this service is \$12.00 per month per family if the student(s) arrives before 7:20 AM one or two days a week and \$20.00 per month per family if the student(s) arrives early on three-five days per week. **If your child(ren) will need this early care supervision from 7:00 am-7:20 am for the upcoming school year, please email Mrs. Laura Cloud (lcloud@bcsk12.org) to sign them up for this service.** ***On Thursday late start mornings, any student arriving between 7:00-8:10 should report to the gym lobby. Please drop off students in the side/gym carpool area on Thursday mornings between 7:00 am and 8:10 am.** See the Late Start Reminder document for more information.

At 7:30, students are dismissed from the gym to report to their classrooms. (*On Thursday morning late start days, students will be dismissed to classrooms around 8:10 am.)

Carpool procedures will be posted on our website. Please be sure that you take time to read and understand this information regarding our morning and afternoon carpool lines. We also encourage you to share this information with others (grandparents, child care providers, etc.) who may be dropping off or picking up your child(ren).

Each family will be assigned a carpool number for the upcoming school year. Each returning family's carpool number will remain the same, but you will need a new card for this school year. The cards are used for afternoon carpool dismissal, for access into the building, and for early dismissal from school so it is important that each family receive their cards for the year. **Carpool cards will be picked up on Monday, August 8th during our New Student Orientation/Returning Student Open House. We will have a table set up with the carpool cards for each family.** The 2022-2023 large-sized carpool numbers must be used for carpool. The large or pocket-sized carpool card may be used for indoor dismissal procedures. Additional carpool number cards may be ordered in the school office for a nominal fee. If you are unable to retrieve your carpool cards at our Orientation/Open House event on August 8, please contact the school office.

Students who are not picked up by the end of their carpool time are required to go to The Lion's Den after school care program. See details below.

After School Supervision Options for Students

Grades 1, 2, full day JK and full day K: 2:20 PM - 3:00 PM. The Delayed Carpool Service is provided only for students who are in JK Full Day, K Full Day, 1st, and 2nd grade and need to dismiss at the 3:00 PM carpool time to ride home with an older sibling or a carpool group that picks up at 3:00 pm. The school offers this service at no charge to families who, because of the grade placement of their children, would have to make two trips to school in the afternoon. It is also provided as a service for families involved in carpool arrangements.

To enroll a child, for this service, please fill out the Delayed Carpool Care Service form and return by August 1 This study hall is provided only for carpool purposes. **The form can be found on the school website-refer to the link at the top of this document.**

Grades 1, 2, full day JK, full day K: 2:20 PM-5:30 PM. After school supervision, known as “The Lion’s Den”, is provided as a service for parents who work outside the home and cannot pick up their children when school is dismissed or for parents who have special travel or transportation needs. Program costs, specific guidelines about the program, and an enrollment form can be found in the summer information packet. To enroll your child, complete and submit the Lion’s Den form by August 2. **The form can be found on the school website-refer to the link at the top of this document.**

Grades 3-6: 3:00 PM - 5:30 PM. After school supervision, now known as “The Lion’s Den”, is provided as a service for parents who work outside the home and cannot pick up their children when school is dismissed or for parents who have special travel or transportation needs. Program costs, specific guidelines about the program, and an enrollment form can be found in the summer information packet. To enroll your child, complete and submit the Lion’s Den form by August 2. **The form can be found on the school website-refer to the link at the top of this document.**

Physical Education Attire

All students (JK-6th grade) will wear school uniforms for physical education classes. Girls in grades JK-6th grade are required to wear cartwheel/modesty shorts under their dresses, jumpers, or skirts. All students in grades JK–6th are required to wear athletic shoes that provide support for the ankles and cushioning for the feet that are designed for athletics. However, students may participate when wearing other types of tennis shoes, or sneakers. Shoes must fit well and stay on the feet with Velcro or tie during activity. Socks are required. The following shoes are not appropriate for physical education activities: slip-on moc and clog style, Mary Jane or sandal style shoes, flip-flops, Wallabies or Sperries types, Crocs or Croc type, boots, Five Fingers or any Treksport types, or any shoe with a heel.

Dress Code/Hair

The Dress Code Guidelines for 2022-2023 can be found on the school website. **To access this, refer to the link at the top of this document.** The Lower School students are required to wear school uniforms from Land’s End. Students are expected to be in compliance with the Dress Code Guidelines beginning on the first day of school, August 9th.

School Supplies

Please note that we have ordered all classroom supply packs for all Early Childhood and Elementary students, and we will have them ready for them on the first day of class. The charge for these items will be reflected on your June statement. In some grades, you may be required to purchase a few additional supplies. Please refer to the school supply information sheet on the website for more information. **(See link at the top of this letter to access this information.)**

All students need to purchase a pair of headphones for the tech lab and classroom use. Please click here to see the informational flyer with more details about headphones...[Click Here for Headphone Information](#)

School Calendar

We encourage you to take a look at the calendar for the 2022-2023 school year. Please be aware that specific details regarding some events are still being reviewed and developed and more information will be shared. Also, specific grade level events (ex: field trips) will be sent during the school year as these events are scheduled. **The calendar can be found on the school website-refer to the link at the top of this letter.**

Classroom/Teacher Assignments

Information about the classroom/teacher assignment for your child will be available on FACTS/Renweb by August 5 after 5:00 pm.

Shuttle Bus

Information about our shuttle bus service was emailed to parents over the summer. Please contact Mrs. Angie Mears at the Upper school with any questions regarding this service (amears@bcsk12.org). Please note that the shuttle bus times are the same each morning, including our Thursday Late Start Day.

Health and Medical Information

All students must have an updated immunization form on file by the first day of school. Please be sure all immunizations are up to date. Please contact our school nurse, Erin Robertson, for questions. (erobertson@bcsk12.org)

If your child will need to keep prescription medications at school this year, our nurse will schedule appointments to receive medications before school begins. More details to come.

FACTS/RENWEB APP

We have a NEW FACTS/RENWEB app that we encourage all parents to download. Here is a link to find out more information about the APP and how to download it to your device... [CLICK HERE](#)

FACTS FAMILY PORTAL

It is vital to update your 2022-23 BCS Forms and 2022-23 BCS Family Agreements at the beginning of each school year. The forms and agreements can be found in your FACTS Family Portal. The FACTS Management system is the only way we have access to reaching you with emergency notifications. All information is updated within FACTS (formerly RenWeb) - you do not need to contact the school to provide this information. Students will not be permitted on campus without current information on file. The district code for Login is BCS-AL.

Instructions on how to change information can be found on our website here:

<https://www.briarwoodchristianschool.org/academics/factsrenweb>

A direct link to updating your Family FACTS can be found here:

<https://logins2.renweb.com/logins/ParentsWeb-Login.aspx>

We suggest doing this from a computer vs your phone as the medical information, emergency contact information, transportation, and custodial information you provide are essential to the well-being of your student's time at Briarwood Christian School.

Join our Lower School Parent/Teacher Fellowship (PTF)

We encourage you to join our Lower School PTF this year! There are many opportunities to support and serve our school community during the upcoming school year! Please see the membership sign up link on the school website or [CLICK HERE](#) to join PTF this year!

Summer Reading

Details regarding our summer reading program can be found on our school website. Please go to the ACADEMICS tab and you will find additional tabs to link you to summer reading information. While we do encourage all of our students to engage in summer reading, participation is optional. We honor our Summer Reading program winners at a ceremony in late August. More information to follow once school begins.



**BRIARWOOD
CHRISTIAN SCHOOL**

We exist to provide a Christ-centered, transformational education that equips and inspires each student to glorify God by maximizing their God-given abilities. Our Vision is to develop leaders who impact the world by glorifying Christ in every sphere of life.