



July 2023

TO: Parents of Students in Grades JK - 6
FROM: Mrs. Jennifer Bandy, Principal, Grades JK - 2
Mrs. Tasha Holliday, Principal, Grades 3 - 6

Dear Lower School Parents,

We hope that you are enjoying the last stretch of our summer break! We look forward to seeing your children very soon! We will be revealing our fun school-wide theme in early August, but we want to share our school-wide theme verse for the 2023-2024 year with you now...

“But seek ye first the kingdom of God and his righteousness, and all these things shall be added unto you.” Matthew 6:33

This verse was selected to honor Briarwood Presbyterian Church’s Senior Pastor, Dr. Harry Reeder. This was Pastor Reeder’s life verse. It’s a wonderful verse for our lives too! We encourage each family to write down this verse on a notecard and post it in a central location in your home to reflect on it, memorize it, or use it as a reminder to pray for our school!

Below, you will find information that will be helpful to you as you plan for the first day and start of school for the 2023-2024 school year. Also, please note that in the information found below we refer to several forms and documents that may need to be completed or reviewed before the start of school. Many of those were posted on our website earlier this month. Here is a link to access those forms and other information. [CLICK HERE](#). You will also find the school calendar, supply lists, dress code, and other helpful documents on this webpage.

We also want to remind you to take time to update to your FACTS FAMILY PORTAL. **This must be completed before the start of school.** Please [CLICK HERE](#) to access directions on how to complete this update if you have not done so already.

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 14, at 8:00 am in the Church Chapel 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 Chapel. We will have staff on hand to direct you to the chapel. 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 14, 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 JK-6th grade and their parents are invited to visit their 2023-2024 classrooms and meet their teacher at an Open House on Monday, August 14th. 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 14, 2023
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 Chapel	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, D, F, X, Y, Z	10:00-10:45

J, P, Q, R, T, V	10:45-11:30
Break/Lunch	11:30-12:15
C, E, K, L, M, N, W	12:15-1:00
G, H, I, O, P, S, U	1:00-1:45
Teacher Meetings and Prep Session	1:45-3:30

Important Details about Orientation and Open House Monday, August 14, 2023

- Information about your child's classroom/teacher assignment will be published on Friday, August 11, after 5:00 pm on the FACTS platform.
- 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.
- If you have a conflict with getting your children to both the Upper School and Lower School for orientations and events, please know that we are flexible with our Open House drop in times! Please notify your child's homeroom teacher if you need to drop by during a different time.
- Students may wear regular clothing on this day. Uniforms are not required. We will begin wearing uniforms on Tuesday, August 15, 2023.
- 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 14th.

First School Day

Tuesday, August 15- **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 Wednesday, August 23rd, in the church chapel by the fellowship hall. The orientation will begin at 8:00 am and will last about an hour. More information will be sent later.

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 17, 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. We would like for all students to be in their seats by 7:55 am each day to allow us to begin class at 8:00 am sharp! 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**

who need this service 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. You must request the Thursday late start supervision service this year.

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. Please be aware that on Thursday Morning Late Start Day students who need early supervision must complete a separate sign-up to indicate a need for this service. [Click here for more details on Thursday morning early care.](#)

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 may be [found here](#). 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 14th during our New Student Orientation/Returning Student Open House. We will have a table set up with the carpool cards for each family.** The 2023-2024 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 14th, 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. [CLICK HERE FOR SIGN UP FORM FOR DELAYED CARPOOL SERVICE](#)

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 1. [Click Here to Locate the Form on our Website](#)

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 1. [Click Here to Locate the Form on our Website](#)

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 Sperrys 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 2023-2024 can be found on the school website. [Click Here to Locate the Information on our Website](#) 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 15th.

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. [Click Here to Locate the Information on our Website](#)

School Calendar

We encourage you to take a look at the calendar for the 2023-2024 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. [Click Here to Locate the Information on our Website](#)

Classroom/Teacher Assignments

Information about the classroom/teacher assignment for your child will be available on FACTS/Renweb on Friday, August 11, 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.

Join our Lower School Parent/Teacher Fellowship (PTF)

We encourage you to join our Lower School PTF (Parent Teacher Fellowship) this year! Joining the PTF is a great way to get involved with our school community and support our school ministry. Additional information about PTF membership and opportunities to serve will be sent to you in the coming days.

Summer Reading

Details regarding our summer reading program can be found on our school website by [Clicking Here](#). 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 on September 1st. More information to follow once school begins.

Please be on the lookout for information that will be emailed to you in August about our FUN THEME for this year and we will also give a few start of school reminders. We look forward to seeing you soon!



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.