



July 2024

**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 2024-2025 year with you now...

***The steadfast love of the Lord never ceases; his mercies never come to an end; they are new every morning; great is your faithfulness. Lamentations 3:22-23***

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 2024-2025 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. 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.

### **Family/Student Information Review/Updates- FACT FAMILY PORTAL**

At Briarwood Christian School, we are committed to maintaining accurate and current records for all our students. To ensure that we have the most up-to-date information, we kindly request your assistance in updating your FACTS Family Portal before the start of the school year. Specifically, we ask that you review and update your child's medical information. Additionally, please provide any changes to your contact information such as address, email, and phone number.

All information you update is securely stored within FACTS, so there is no need to contact the school directly with these updates. Instructions on how to access your account and make these updates can be found [here](#). Thank you for your cooperation in helping us keep our records current and accurate.

## **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**, **NEW** Kindergarten, and **NEW** First and Second grade students and their parents is on Monday, August 12, at 8:00 am in fellowship Halls A, B, and C 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 meeting. We will have staff on hand to direct you to the orientation session. 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 12, 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-6<sup>th</sup> grade** and their parents are invited to visit their 2024-2025 classrooms and meet their teacher at an Open House on Monday, August 12th. 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 12, 2024**  
**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.

<b>For NEW students and Families:</b>	
Classroom drop off of all JK students/families, and all <b>New</b> K-2nd grade students/families	7:45-8:00
Early Childhood <b>New</b> Family Orientation for parents of: All JK students, and <b>NEW K-2nd</b> students- Church Fellowship Hall (A,B, and C)	8:00-8:30
Elementary Division (3rd-6th Grade) <b>New</b> Family/Student Orientation- Church Chapel	8:45-9:15
Elementary <b>New Family/Student</b> classroom visit (3rd-6th grade)	9:15-9:30
<b>For RETURNING students/families: If your LAST NAME begins with:</b>	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, S, U	1:00-1:45
Teacher Meetings and Prep Session	1:45-3:30

**Important Details about Orientation and Open House**  
**Monday, August 12, 2024**

- **Information about your child’s classroom/teacher assignment will be published on Friday, August 9 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 13, 2024.
- 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. (Note: We will have carpool cards for any JK and K students in classrooms for pickup. All other families will need to stop by the table in the Lion Lobby for pickup.)
- Please be aware that this time is not designed to be a conference time with teachers. This is simply a QUICK hello, a 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.
- After visiting classrooms, be sure to drop by and visit the BCS Pop Up Shop featuring BCS spirit wear and other items! We will have signage on campus to direct you to the Pop-Up shop.
- Can't make your assigned time? No problem! Please email your teacher to work out another time to drop by on Monday, August 12TH.

### **First School Day**

Tuesday, August 13- **All** students in JK-6<sup>th</sup> 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 21st, 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 15, 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, 1<sup>st</sup>, and 2<sup>nd</sup> Grade students**

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

**It is our goal 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.**

## Before and After School Supervision

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

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 \$1.50 per day and will be billed through your FACTS account each month. Students who utilize the early care service will need to be dropped off at the gym entrance no earlier than 7:00 am. If your child(ren) will need this early care

supervision from 7:00 am-7:20 am for the upcoming school year, please use this form to sign up for Early Care [click here](#).

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 and instructional videos** 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 12th during our New Student Orientation/Returning Student Open House. We will have a table set up with the carpool cards for each family.** (JK and K students will pick up their carpool cards in classrooms.) The 2024-2025 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 12th, 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 families. Program costs, specific guidelines about the program, and an enrollment form can be found on a form on our school website. 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](#)

### **Dress Code/Hair**

The Dress Code Guidelines for 2024-2025 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 full day of school, August 13th.

### **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 2024-2025 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 9th, after 5:00 pm.

## Shuttle Bus

Information about our shuttle bus service was emailed to parents over the summer. Please contact Mrs. Tara Roberts ([troberts@bcsk12.org](mailto:troberts@bcsk12.org)) or Mrs. Mandy Duncan ([mduncan@bcsk12.org](mailto:mduncan@bcsk12.org)) with any questions regarding this service. 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](mailto:erobertson@bcsk12.org)) Also, be sure to keep your child's health and medical information updated on the FACTS family portal.

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.

## Lower School Parent/Teacher Fellowship (PTF)

Our Lower School PTF is a huge blessing to our school ministry. There are many ways to be involved by serving on various PTF committees. Please [CLICK HERE](#) for more information about our committees and to sign up for service on a committee.

## 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 August 23rd. 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.***