



# Back to School Newsletter

August 2020

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## Visit our website for:

- EMERGENCY FORM
- WELLNESS POLICY
- UP-TO-DATE BACK TO SCHOOL INFORMATION

[www.gobrentwoodschool.com](http://www.gobrentwoodschool.com)



We are so excited for our **50th year** of nurturing creativity, curiosity, and character in our students. We look forward to seeing all our students on the first day of school; **August 24th!**

## Necessary Back to School Paperwork

These forms must be on file before the first day of school:

1. A school emergency form\*
2. A signed copy of Brentwood's Wellness Policy\*
3. Certification of Immunization (form DH 680)
4. A Physical Examination from within the last 12 months (form DH 3030)
5. School records from previous school if transferring to Brentwood

Please make sure all forms are filled out completely and signed as necessary. Children with special medical concerns must have emergency forms on file before August 17th.

\* *Emergency Form and Wellness Policy will be emailed to you and can be found on our website.*

### Emergency Contact information

We need to be able to reach you immediately in the event of an emergency. It is important to keep all contact information up to date.

Please call or email the office any time there is a change in your physical address, email address, place of work, or phone numbers.

## Drop-Off

All students will start the day with handwashing and a temperature check on the front map area.

Students in Preschool through Kindergarten may then be escorted to their classroom door to sign-in for the day. Please be prepared to say goodbye at the classroom door.

1st-5th Graders will remain in their cars and pull through the wellness check posts. Brentwood staff will screen students at their car, then students will walk to class or playgroup after washing hands.

### Morning Playgroup Schedule:

#### Playgroup begins at 8:00.

Individual classes will rotate playground and classroom schedules. The Assistant Teachers will help your child join his/her class.

Parents will not be allowed to escort older children to classrooms this year in order to minimize populations on campus. Please be prepared to say goodbye on the map or at your car.

School begins promptly at 9:00 for K-2nd grades and at 8:50 for 3rd-5th grades. Late drop-offs should call the front office from the map and Brentwood staff will meet you there for a wellness check and late sign-in.

## Pick-Up

Stay in your car, in line, and pull forward as far as you can. Your child will be helped into your car by a teacher. If you need extra time to buckle-up a child, please pull into a parking space to allow traffic to continue to flow.

Pick up lasts 15 minutes following dismissal, after which children are automatically sent to Playgroup.

#### Pick-Up times are:

- Primary Preschool and Preschool: 12:00
- Pre-Kindergarten: 1:30
- Kindergarten: 2:00
- 1st and 2nd Grades: 2:45
- 3rd-5th Grades: 3:10

Always let us know about any special pick-ups by relatives, neighbors, babysitters, or friends by calling the office or sending a note. Anyone picking up a student must be on your pre-approved pick-up list.

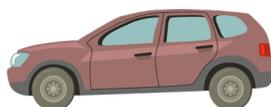
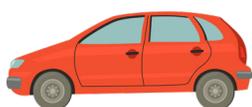
For an early pick-up, please call the front office from the map and Brentwood staff will escort your student to you.

Please wear  
a mask when  
on campus.



### Parking Lot Safety

- Please don't park in the school drive. Use a parking space if you need extra time to buckle kids in.
- Never leave an unattended vehicle running.
- Do not walk behind parked cars. Use the flagpole sidewalk.
- Refrain from using cell phones when dropping off and picking up.



# Playgroup

For your convenience, we offer both before and after school care programs.

Morning Playgroup	Afternoon Playgroup
<ul style="list-style-type: none"> <li>• Care begins at 8:00 a.m.</li> <li>• Children aged 2 through Kindergarten require a sign-in at their classroom door.</li> <li>• Children in 1st-5th grades should report to their classroom.</li> <li>• Morning Playgroup charge is \$3 per morning.</li> <li>• There is no charge for arrivals after 8:30.</li> </ul>	<ul style="list-style-type: none"> <li>• For the beginning of the school year, afternoon playgroup is available until <b>3:30 pm</b> each day at a rate of \$5.25 per hour. Our goal is to expand the playgroup hours once we are settled into school with our new routines in place.</li> <li>• When picking up children, parents should park and go to the designated playground gate:               <ul style="list-style-type: none"> <li>• 2's on Primary Preschool playground or classroom;</li> <li>• Preschool through Kindergarten on small playground (follow the signs for the new pick-up pattern)</li> <li>• 1st-5th grade on Big Playground.</li> </ul> </li> </ul> <p><i>Please note that Morning Run Club, Explorer's Classes, and Homework Club are temporarily suspended.</i></p>



## The Brentwood – Family Connection

We have several opportunities to build our school-family connection. Our teachers value the opportunity to team with you throughout the school year. To reach your child's teacher, you may leave a message in the front office for a call back or email the teacher directly. In addition, we have several scheduled events throughout the school year which we invite you to attend.



<p><b>Meet the Teacher</b> Primary Preschool through Kindergarten families are invited to meet their teachers and see their classrooms on Wednesday, August 19 and Thursday, August 20. Specific time slots will be assigned.</p>	<p><b>Open House</b> Kindergarten through 5th grade teachers will host a virtual 'Open House' during the week of September 14-18. Specific time slots and connection details will be shared to each class individually.</p>
<p><b>Parent-Teacher Conferences</b> We have 2 scheduled Parent-Teacher conference days; October 23 and March 19. Sign-ups for specific time slots will be posted closer to those dates.</p>	<p><b>Parent Programs</b> All classes host two parent programs a year – one in the fall and one in the spring. These events are typically a fun celebration of songs, performances, and projects in your child's classroom. Keep an eye out for invitations to these events in the future.</p>



Lunch and Snacks	Birthday Celebrations	Food Allergies
<p>All students should bring a water bottle each day.</p> <p>Students staying past noon should bring a lunch. <u>The catered lunch program will be suspended for this school year.</u> Refrigeration and microwave are not available.</p> <p>Children in Pre-K through 5th grade take a mid-morning snack break. Please include a snack in their lunch.</p> <p>Snacks are provided for Primary Preschoolers, Preschoolers, and afternoon Playgroupers.</p> <div data-bbox="110 793 324 976"> </div> <p><b>For safety reasons, sharing lunches is not permitted.</b></p>	<p>Your child has one special birthday per year. Our school celebrates several a week. Please help us by following these guidelines:</p> <ul style="list-style-type: none"> <li>• <u>Treats from home must be prearranged with the teacher.</u> Make sure you review our food allergy policy.</li> <li>• Please no gifts or party favors.</li> <li>• The office can provide class address lists for mailing party invitations. If everyone in class will be invited, classroom teachers will be glad to distribute invitations.</li> </ul> <div data-bbox="592 783 1031 972" style="border: 2px solid red; padding: 5px;"> <p><b>GUM and CANDY are <u>NOT</u> permitted on campus and this remains true for holidays and birthdays.</b></p> </div>	<p>To provide a safe school environment for students with life-threatening food allergies we ask all parents to follow these guidelines:</p> <ul style="list-style-type: none"> <li>• If your child has eaten peanuts/tree nuts before school, please thoroughly wash their hands and face prior to dropping off at school.</li> <li>• Do not send peanut/tree nut products for classroom snacks/birthday treats.</li> <li>• Consider sending peanut/tree nut free lunches.</li> </ul> <p>Strict avoidance is the only way to prevent an allergic reaction. For tips on how to talk to your kids about the seriousness of food allergies, please visit <a href="http://www.foodallergy.org">www.foodallergy.org</a>.</p>

## No Pets Please

Please do not bring your pets on campus, even if leashed or carried. The unpredictability of children's reactions, phobias, and allergies are a few of the reasons for this policy. Any show-and-tell special pet visitors must be cleared ahead of time with the office and the teacher.

## School Clothes

We do not have a school uniform. Children should wear casual, comfortable clothes for playing and learning. Err on the side of modesty. Sneakers and rubber-soled shoes are best for playing on the playground and participating in PE. For the child's safety, some play equipment may be restricted for students wearing cros, cowboy boots, or slippery plastic shoes.



## Payment and Billing Procedures

Tuition is due on the 1st of each month and is late if not paid by the 10th. Your deposit was your first of nine payments. The second tuition payment is due **September 1, 2020** with seven more consecutive payments through **April 1, 2021**. We appreciate your timely payment.

Playgroup charges should be paid to the office monthly with tuition.

A \$20.00 service fee will be charged for late payments of tuition or playgroup, as well as any returned checks.

**Brentwood's Federal ID # is 59-2242984**



## We Look Forward to a Great Year!

We have an outstanding staff in place for the upcoming school year. We look forward to a year of learning, experiencing and sharing with you and your children.