



Back-to-School Newsletter

August 2021

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Visit our website for:

- EMERGENCY FORM
- WELLNESS POLICY
- CALENDAR AND DAILY SCHEDULE

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 10!**

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 3.

* 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 at 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.

Morning Playgroup Schedule:

Playgroup begins at 7:30 am.

7:45 am All students on little playground
8:30 am 1st-5th grade on big playground
8:45 am All students in classrooms

1st-5th Graders may be dropped off at the map or walked to their classroom door or to playgroup. No sign-in is necessary for 1st-5th graders.

School begins promptly at 9:00 for K-2nd grades and at 8:50 for 3rd-5th grades. Late drop-offs should check in through the office.

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:

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

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 or drop by the front office to check out your student.

Please wear a mask when on campus.



We are asking adults and children in grades K-5th to continue wearing a mask.

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 that are always available and can be used as needed.

| Morning Playgroup | Afternoon Playgroup |
|---|--|
| <ul style="list-style-type: none"> Care begins at 7:30 am. Children aged 2 through Kindergarten require a sign-in at their classroom door. Morning Playgroup charge is \$5.25 per hour. There is no charge for arrivals after 8:30. | <ul style="list-style-type: none"> Afternoon playgroup is available until 5:30 pm each day at a rate of \$5.25 per hour. When picking up children, parents should park and go to the designated playground gate: <ul style="list-style-type: none"> 2s on Primary Preschool playground or classroom Preschool through Kindergarten on small playground until 4:30 then on the big playground after 4:30 1st-5th grade on big playground <p><i>Details about our Morning Run Club, Explorer's Classes, and Homework Club will be shared after school starts.</i></p> |



The Brentwood – Family Connection

We have several opportunities to build our school-family connection. Our teachers value the opportunity to team up 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.



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| Meet the Teacher Primary Preschool through Kindergarten families are invited to meet their teachers and see their classrooms on Monday, August 9. An invitation to sign up for your time slot will be emailed. | Open House Kindergarten through 5th grade teachers will host an on-campus Open House during the week of August 30 - September 3. Be on the lookout for more details from your child's teacher. |
| Parent-Teacher Conferences We have 2 scheduled Parent-Teacher conference days; October 22 and March 18. Sign-ups for specific time slots will be posted closer to those dates. | Parent Programs All classes host two parent programs per 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. |



Lunch and Snacks

All students should bring a water bottle every day.

Students staying past noon should bring a packed lunch. Refrigeration and microwave are not available.

A pizza lunch will be available on Wednesdays. Please order by noon on Tuesdays.

Children in Pre-K through 5th grade take a mid-morning snack break. Please include a snack in their lunch.

Snacks are provided for Primary Preschoolers, Preschoolers, and afternoon Playgroupers.



For safety reasons, sharing lunches is not permitted.

Birthday Celebrations

Your child has one special birthday per year. Our school celebrates several a week. Please help us by following these guidelines:

- Treats from home must be prearranged with the teacher. Make sure you review our food allergy policy.
- Please no gifts or party favors.
- 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.

GUM and CANDY are NOT permitted on campus and this remains true for holidays and birthdays.

Food Allergies

To provide a safe school environment for students with life-threatening food allergies we ask all parents to follow these guidelines:

- If your child has eaten peanuts/tree nuts before school, please thoroughly wash their hands and face prior to dropping off at school.
- Do not send peanut/tree nut products for classroom snacks/birthday treats.
- Consider sending peanut/tree nut free lunches.

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 www.foodallergy.org.

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. 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 crocs, cowboy boots, or slippery plastic shoes.



Payment and Billing Procedures

An invoice will be sent via email at the end of each month detailing any tuition or playgroup charges due. Each month's invoice total is due by the 1st of the next month and is late if not paid by the 10th. Please drop your check into the payment drop box at the office. We appreciate your timely payment.

Your deposit was your first of nine tuition payments. The second tuition payment will be due **September 1, 2021** with seven more consecutive payments through **April 1, 2022**.

A \$12.00 service fee will be charged for late payments 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.