

PARENT CHECKLIST TO PREPARE FOR SCHOOL (BFES) –

- 1. _____ **Registered our Kindergartner/NEW to Baldwin County Student-** If your incoming Kindergartener was enrolled in a Baldwin County Public Schools Pre-K program this past year (2019-2020) then you will need to WAIT for your child's SNAPCODE before trying to register. (This is a similar process to those enrolling in grades 1st-6th.

For **NEW KINDERGARTEN OR NEW STUDENT** registration, **FIRST** complete the online registration information found here: <https://www.bcbe.org/registration>. **SECOND**, you will mail in copies of 2 proofs of residence (utility, gas, waste, water bills, etc.), current immunization form, a copy of child's Social Security Card, and a copy of your child's birth certificate to our school. Please mail any of these documents to 24675 Highway 98, Daphne, AL 36526 ATTENTION BELFOREST **OR** if you have the capability to email the registration documents, please send them to our Registrar, Shona Pollard, at spollard@bcbe.org. Emailing documents may be a much easier option for your family. Registration is not complete until our Registrar has all required documentation. All questions regarding registration should be directed to Mrs. Pollard at spollard@bcbe.org.

THIRD, since we are not having a traditional face-to-face registration, if you would like to provide information regarding the needs of your kindergartener, please click the following link. This is confidential and for Mr. Ellis's information only and is not part of your official registration.

Click Here: https://docs.google.com/forms/d/e/1FAIpQLSfPXFJrJulISCv-hspDb0jIRwbf7Qo-PsviaEITSkOMk0xyRQ/viewform?usp=sf_link

- 2. _____ **Registered our RETURNING to Baldwin County Schools 1st-6th Grader- FIRST**, the district is still preparing information regarding 1st-6th grade registration. This information will be provided in May. All returning students to Baldwin County Schools will be issued a SNAPCODE for online registration. This is a similar process to years past.

SECOND, ALL families that are now in the Belforest attendance zone may go ahead and mail or email your 2 proofs of residency (utility, gas, waste, water bills, etc.). This step is different than all other BCBE schools because we are a new school with a new attendance zone. This is a mandatory step to verify your family's zoning and registration information. Please mail any of these documents to 24675 Highway 98, Daphne, AL 36526 ATTENTION BELFOREST **OR** if you have the capability to email the registration documents, please email your proofs of residency to our Registrar, Shona Pollard, at spollard@bcbe.org. Emailing documents may be a much easier option for your family.

For some iPhone users, Mrs. Pollard suggests the following steps to email your proofs of residency: Documents can be scanned through the "Notes" app. and emailed as a PDF file. Directions: Open App, Click camera icon, Select Scan Documents, Crop document, Select Keep Scan, and then Save.

Please list all of your children's names attending Belforest in your mail or email communications. Registration is not complete until our Registrar has all required documentation. All questions regarding registration should be directed to Mrs. Pollard at spollard@bcbe.org.

- *3. _____ Reviewed the link to get to the Belforest School-wide Calendar 19-20 and denoted school events on our personal family calendar at home. The BFES Calendar only denotes school-wide events and holidays. If you actually click the title of the event on the calendar, it will provide

you with specific details for that event! Grade level/classroom specific events, such as field trips, etc. are communicated throughout the year by the teacher. The Belforest School-wide Calendar is here: <https://www.bcbe.org/Page/240#calendar29794/20200827/month>

• 4. _____ Marked our calendar to find out who our child's teacher will be. Kindergarten parents will learn their child's class placement on August 6th at 6:00 PM during their Kindergarten Orientation (more info about that below). A web link to 1st-6th Grade class rolls will be sent by 3:00PM, Friday, August 7th. If my brain is working really well the evening before, I may get them out a bit earlier! If your child's name is not on a class roll, don't panic. That means that we may be missing some documentation in the office to complete your child's file. Simply call us the following Monday morning, August 10th and we will get things squared away so that you are ready for Meet the Teacher that same evening.

• 5. _____ Marked our family calendar time for **Meet the Teacher, Monday, August 10th**. To help with traffic flow at Meet the Teacher, we ask that families attend based on the first letter of your family's last name. Last names beginning with A-G 3:00; H-P 4:00; Q-Z 5:00. Try to adhere to this schedule. If you cannot attend at the suggested time, you may certainly still come! Overflow parking (if needed) and a shuttle will be provided from Coastal Church. All K-6 students and parents need to attend! Meet the Teacher is THE EVENT you do not want to miss. You find out bus information, car rider information, meet the nurse with medical specifics for your child (if needed), join PTO, pick-up your Friday shirt, learn about after-school programs, etc. etc. We will also have other after school and community services available, such as YMCA and Hot Wheels.

• 6. _____ Marked our calendar for **Parent Orientations. Parent Orientations are for parents.** If there is any way you can find childcare, that greatly helps so that you can complete information and really listen to the workings of your child's classroom. If you cannot find childcare, please go ahead and bring your child, as the information is too important for you to miss. Just know this time is really an adult presentation to help orient you to the classroom and answer your questions. Students will meet their teacher during our Meet the Teacher time. Parent Orientations:

1. **Kindergarten ONLY, Thursday, August 6th, 6:00PM** we will welcome everyone in the gym and then move to the teachers' classrooms on "Friendship Hall." ONLY Kindergarten class rolls will be posted this evening. Parents will find out who their classroom teacher is and then meet their teacher for orientation in the classroom. Our Parent-Teacher Organization (PTO) will also be available for kindergarten parents.
2. **1st-3rd Parent Orientation- Tuesday, August 18th, 6:00 PM** we will welcome everyone in the gym and then move to the teachers' classrooms on "Friendship or Honesty Hall." Our Parent-Teacher Organization (PTO) will also be available for kindergarten parents.
3. **4th-6th Parent Orientation- Thursday, August 20th, 6:00 PM** we will welcome everyone in the gym and then move to the teachers' classrooms on "Honesty or Integrity Hall." Our Parent-Teacher Organization (PTO) will also be available for kindergarten parents.

• 7. _____ **"Liked" Belforest Elementary on FaceBook at www.facebook.com/belforestelementary to get the latest communications.**

• 8. _____ Paid for our Friday Shirt (\$15 per child) and our Student Leadership and Student Curriculum Enhancement Donation online by visiting <https://baldwincoal.csiepay.com/>

and clicking on the tabs "General Items" and "Friday Shirts". **Please note that the "Belforest Elementary" payment LINK is at the bottom of this page.**

It's very important to me that you understand how your donations support your child's education. While tabs such as "Friday Shirts" are obvious, "Student Leadership Donation" and "Curriculum Enhancement" may not be, however, these donations are CRITICAL as we are beginning a new school. These donations directly affect your child's education. Student Leadership donations will be used for your child's leadership workbooks, club participation materials, awards, leadership/celebration assemblies, and our school-wide licensing and training of The Leader in Me process. Curriculum Enhancement includes direct learning material support to art, music, library, and classrooms. Again, as a new school, we will need to make many material purchases for children to directly use in classrooms.

You may also prepay for skate days, snow wizard, yearbook, etc. this year. These payments are optional. (Sometime parents like to pre-pay, some like to pay-as-you-go.) I understand the financial strain of starting school, especially if you have more than one child. Even if you can help in a small way with purchasing the Friday shirt and making either donation, it really helps!

I have included a "screen shot" example of the Online Payments tab. If you have more than one child, it helps to let us know! In the "Notes" section of the demographic information, please include all of your children's names and grades. This helps tremendously.

Any questions regarding school finances or money can be directed to our Bookkeeper, Marlana McCants at mmccants@bcbe.org.

- 9. _____ Started purchasing our children's school supplies using the supply list found at www.shopttkits.com and entered School Code 38904. All supply lists are \$70.00 and will be delivered to your child's classroom. Choose the grade your child will be entering Fall 2020 and add that kit to your cart. Email BelforestElementaryPTO@gmail.com with any questions. **JUNE 5th is the deadline to order supply kits.**

OR another option is begin collecting supplies for your child. School supply lists and a complete listing of student materials, can be found here: <https://www.bcbe.org/Page/239> under the heading of School Supply Lists 20-21.

- 10. _____ Started thinking about After School Child Care Services (ASCC) at BFES. ASCC Registration for 2020-2021 School Year begins **June 1 at 9 a.m.** Registration in June will be \$10.00 since parents did not have the opportunity to register early. ASCC's Weekly Rate will be \$35 per child per week. For ASCC Registration, beginning June 1, please go to the bcbe.org website under Directory, then After School Care, then Registration. Our very own 2nd Grade teacher, Valerie Jones will be out ASCC director! She is extremely knowledgeable and can be reached at vjones@bcbe.org to answer any questions.

- 11. _____ Began preparing our kids' uniforms and backpacks. Uniform policy can be found in our Parent-Student Handbook here: <https://www.bcbe.org/Domain/5104>. At BFES, we also allow PURPLE polo tops/shirts along with white or navy. The purple is true "crayon" or "Trojan" purple. Gold/yellow polo tops are not allowed. Embroidery with children's initials is acceptable.

- 12. _____ Liked our BFES PTO FaceBook page at www.facebook.com/belforestelementaryPTO to learn about PTO. Joined PTO and shopped for a

few goodies at <https://belforestpto.square.site/> You can also JOIN PTO at Meet the Teacher. PTO will be set up in the middle of the gym where you can purchase a PTO membership, or purchase a membership with a "Tuesday Tee."

END of CHECKLIST