

PARENT CHECKLIST TO PREPARE FOR SCHOOL (BFES) 23-24 –

1. _____ **“Liked” Belforest Elementary on FaceBook** at www.facebook.com/beforestelementary to get the latest communications.

2. _____ **Registered our Kindergartner/NEW to Baldwin County Student-** If your incoming Kindergartner was enrolled in a Baldwin County Public Schools Pre-K program this past year (2022-2023), then you should have received an Access ID and Password to register as a Returning Student (see #3 below).

For NEW KINDERGARTEN OR NEW STUDENTS TO BELFOREST for registration, **FIRST** complete the online registration information found here: <https://www.bcbe.org/registration>. **SECOND**, you can either drop off, upload or email (spollard@bcbe.org) the following information to our office: 2 proofs of residence (utility, gas, waste, water bills, etc.), current immunization record (immunization card), a copy of child's Social Security Card, and a copy of your child's birth certificate. 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.

3. _____ **Registered our RETURNING student to Baldwin County Schools 1st-6th Grader-** Online registration opened June 1. Visit <https://www.bcbe.org/registration> and follow the instructions under Returning Students. There are also helpful FAQ's and a guide to PowerSchool on this page. If you need your ACCESS CODE information, please stop by the office and pick-up the information page, as it is quite lengthy. We are open Monday-Thursday 7:00-5:00. If you cannot stop by, call the office or email Mrs. Pollard at spollard@bcbe.org.

4. _____ **Reviewed the Parent-Student Handbook and Opening School Calendar.** Since we are growing FAST, it's critical we are all on the same page regarding school policies and procedures. Please review the following document. You will be asked to sign the Parent-Student Compact at the end of this document during opening Parent Orientations. Your signature indicates that you have read our policy and procedures. The updated Parent-Student Handbook found on our website here: <https://www.bcbe.org/domain/7635>

Reviewed the link to get to the Belforest School-wide Calendar 23-24 and denoted school events on your personal family calendar at home. The BFES Calendar only denotes school-wide events and holidays, not classroom or grade level activities. 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#calendar29794/20230813/month>

5. _____ **Marked our calendar to find out who our child's teacher will be.** Kindergarten parents will learn their child's class placement on Thursday, August 3rd by 3:00 PM. The K rolls will be placed on our website and a community blast will be sent when they are

available. 1st-6th Grade class rolls will be sent by Friday, August 4th by 3:00 PM. The rolls will be placed on our website and a community blast will be sent when they are available. If my brain is working really well, 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 registration file. Kindergarten parents may call us after the class roll release on Thursday, August 4th to see what we may need to place your child on a class roll so that you are ready for Kindergarten Orientation that same evening. 1st-6th Grade parents may call us the following Monday morning, August 7th, and we will get things squared away so that you are ready for Meet the Teacher that same evening.

6. _____ **Marked our family calendar time for Meet the Teacher, Monday, August 7th. Meet the Teacher is for ALL families, K-6th.** 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! Meet the Teacher is THE EVENT you do not want to miss. Here you find out bus information, car rider information, meet the nurse with medical specifics for your child (if needed), join PTO, learn about in-school and after-school programs. We will also have other after school and community services available, such as daycare programs, scouting, and extra-curricular community programs.

7. _____ **Know the plan for the FIRST DAY OF SCHOOL, August 9th.**

We would like everyone to enjoy walking their child into our beautiful school on the first day. We have made a lot of upgrades to our building! Clearly parking is a concern. We would like to provide a **STAGGERED OPENING SCHEDULE** for the first day of school. **IF YOU ARE NOT PLANNING TO WALK YOUR CHILD INTO SCHOOL ON THE FIRST DAY, PLEASE USE OUR BUS OR CAR LINE SERVICES. CAR LINE WILL BEGIN AT 7:15 AND CONCLUDE AT 7:35 ON THE FIRST DAY ONLY.** (All other days car line operates 7:15-7:50.)

If you are planning on walking your child(ren) into the school on the first day, and your work schedule allows some flexibility, please follow this schedule to help us with traffic and parking:

Kindergarten/1st Grade students- Arrive at school between 7:30 and 8:00.

2nd/3rd/4th Grade Students- Arrive at school between 8:00-8:30.

4th/5th/6th Grade Students- Arrive at school between 8:30-9:00.

No one is tardy the first week! A staggered schedule allows us to ease into the day and gives families an opportunity to enjoy our beautiful school. **PTO will be providing a "Newbie Breakfast" open for ALL Parents (not kids) in the library from 7:30-9:00.** After you drop your kids off at their classrooms, please stop by to meet other parents and enjoy some fellowship.

8. **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 times. Parent Orientations:

1. **Kindergarten Orientation ONLY, Thursday, August 3rd, 5:30 PM.** Parents will report to their teacher's classroom along "Friendship Way." Our Parent-Teacher Organization (PTO) will also be available for kindergarten parents to join.
2. **1st-3rd Parent Orientation- Tuesday, August 15th, 5:30 PM.** To help with traffic and limited parking, please follow the schedule for 1st-3rd Orientation. You may come at your child's grade level time AND the PTO meeting is open for ALL, including Kindergarten parents if you would like to come.

Schedule:

5:30-5:50- 1st Grade parents park and report to the cafeteria for School Parent Orientation which begins at 5:30 sharp!

5:50-6:30- 1st Grade parents report to classrooms along "Friendship Way" for classroom orientation.

6:30-6:50- 2nd and 3rd Grade parents park and report to the cafeteria for School Parent Orientation which begins at 6:30 sharp!

6:50-7:30- 2nd and 3rd Grade parents report to the teacher's classroom for classroom orientation.

3. **4th-6th Parent Orientation- Thursday, August 17th, 5:30 PM** To help with traffic and limited parking, please follow the schedule for 4th-6th Orientation. You may come at your child's grade level time AND the PTO meeting is open for ALL, including any K-3rd Grade parents that may have missed on the 15th.

Schedule:

5:30-5:50- 4th Grade parents park and report to the cafeteria for School Parent Orientation which begins at 5:30 sharp!

5:50-6:30- 4th Grade Parents report to classrooms along "Honesty Path" for classroom orientation.

6:30-6:50- 5th and 6th Grade parents park and report to the cafeteria for School Parent Orientation which begins at 6:30 sharp!

6:50-7:30- 5th and 6th Grade parents report classrooms along “Integrity Hall” for classroom orientation.

9. _____ **Created a MySchoolBucks account** by going to www.myschoolbucks.com. If you already have an account, you do not need to create a new one.

MySchoolBucks will be used all year for items such as field trips, birthday ice cream, band/choir dues, and more, so it is very important you get set up. You may prepay for a yearbook & student birthday ice cream packages as early as this Summer. Both options will be open all year so you have the choice to order now or later. The birthday ice cream package is a special birthday cone for the class on or around your child's birthday. These are a special birthday treat, different than the daily snack ice creams that your child can purchase any day with cash. You can choose the date the class enjoys the birthday cones, which is especially nice if your child's birthday is during the Summer or over a holiday break. For \$25, every student in your child's class gets a birthday cone on the day you designate. For \$35, your child's class gets a birthday cone AND your child's name will be put on the digital sign out by 64 for one week. Please note that the sign is updated only on Fridays, so it's important to place birthday orders at least one week ahead of time to assure your child's name can be added in time.

[Order your 2023-2024 Yearbook HERE](#)

[Order Birthday Ice Cream HERE](#)

Any questions regarding school finances or money can be directed to our Bookkeeper, Jill Yawn at jryawn@bcbe.org

10. _____ Started purchasing our children’s school supplies using the 23-24 supply list found on our school website here: [BFES 23-24 Supply List](#)

If you were with us last year and used our pre-paid school kits, they will be delivered to your child’s classroom by the first day of school. The pre-paid window for supply kits is closed.

11. _____ **TRANSPORTATION**

BUS- Decided if we were going to use bus services on a regular basis. If you already know that your child will be a routine bus rider, either routinely riding in the morning, afternoon, or both, **please complete the Bus Transportation Form that fits your need.** To continue to improve our process, we are signing up for buses in a different way!

IF YOU ARE NEW TO BELFOREST **OR** YOUR CHILD DID NOT RIDE A SCHOOL BUS LAST YEAR **OR** YOU MOVED WITHIN OUR BELFOREST SCHOOL ZONE, and you are interested in bus service for the 23-24 school year, please use the

NEW RIDER LINK HERE: NEW RIDER 23-24- <https://forms.gle/W2PWqrG4Y6Kr7Tiy6>

IF YOUR CHILD RODE LAST YEAR AND THERE ARE NO CHANGES TO YOUR ADDRESS, THEN SELECT THE CORRECT CRITTER NAME (Frog, Lion, Bear, etc.) AND SIGN UP.

NO CHANGE RIDER FROM LAST YEAR:

LION- <https://forms.gle/dcPrYDYSkZitJdWGA>
BUTTERFLY- <https://forms.gle/iodSt6V6R8adY8zc7>
ZEBRA- <https://forms.gle/a4C42BkfEckwzGEb7>
UNICORN- <https://forms.gle/6jBxvt7CQg3VSHvk9>
TIGER- <https://forms.gle/buhWQVNSepxZEv3U8>
DOG- <https://forms.gle/MWs1jfaN2ZLuZxpf8>
ELEPHANT- <https://forms.gle/9M5QLHAYzXbDUKzX6>
FROG- <https://forms.gle/8QeMtDsHLbrtbhqm8>
BEAR- <https://forms.gle/sSrrFobwMR3WQD6g7>
RHINO- <https://forms.gle/hXmz28jxpiWSE7JU7>
EAGLE- <https://forms.gle/eFnqcuKzxL4XjDoY6>
LADYBUG- <https://forms.gle/3mJJUYkbp7tjKGqb8>

We understand the first couple weeks look a bit different as many want to drive your kids to school. That's absolutely fine. However, if you know you are going to be a routine bus rider, please go ahead and sign up.

If you make a mistake on bus sign-ups, change your address after you sign-up, or have any questions, please contact Coach Cortnee Meyers for assistance at cmeyers@bcbe.org.

CAR RIDERS- In our ongoing efforts to enhance your children's safety, we continue to utilize the PikMyKid Dismissal Application. Throughout the country, it has been proven to simplify dismissal *when used correctly*, reduce traffic congestion, and most importantly, improve overall safety.

IF YOU HAVE ALREADY REGISTERED BECAUSE YOU HAVE USED THE APP IN THE PAST AT BFES, THEN YOU DO NOT NEED TO REGISTER AGAIN.

The unique features of PikMyKid allow you, as parents, to easily change pick up modes, quickly delegate to an alternate individual for pickup, change to an 'After School' program (if approved), and even schedule for future pickup mode, pickup individual, and after school programs. This app allows you to be in control of your child's dismissal and it gives us, the school, complete information regarding dismissal and the ability to acknowledge every change and to instantly check your child's dismissal status should you have a question. Because we have so many moving parts with dismissal, we ask that you communicate with the teacher daily for any changes to regular dismissal, as well as make the appropriate changes to PikMyKid. PikMyKid allows car line parents to "Announce" when they arrive to car line so the teacher knows to dismiss the student from the classroom. Even if your child is a bus rider or goes to After School Care, we ask you to download PikMyKid as well. It allows us to be clear where your child is at dismissal at all times and allows you, the parent, to receive important messages if a bus is running late or if car line is being held due to weather. It is very important that ALL parents download the app & register.

Again, IF YOU HAVE ALREADY REGISTERED BECAUSE YOU HAVE USED THE APP IN THE PAST AT BFES, THEN YOU DO NOT NEED TO REGISTER AGAIN. IF YOU ARE NEW, PLEASE FOLLOW THE LINK TO REGISTER AND LEARN MORE ABOUT PIKMYKID: PIKMYKID PARENT APP USER GUIDE:

<https://www.bcbe.org/Page/22109>

12. _____ Started thinking about After School Child Care Services (ASC) at BFES. The ASC Fall program is full for 2023-24 school year. **You can still sign up to be on the waitlist.** The waitlist sign-up can be found here: <https://www.bcbe.org/afterschool>. As more workers are hired, ASC will pull students from the waitlist to attend. Our very own 2nd Grade teacher, Ms. Valerie Jones, is ASC director at our school. She is extremely knowledgeable and can be reached at vjones@bcbe.org to answer any questions. The two largest afterschool care providers in our area are Hot Wheels Skate and Bounds Family YMCA. There are several other smaller daycares that pick up daily after school. At Meet the Teacher on August 7th, we hope to have these day cares, and other area day cares represented in the gym.

13. _____ **Began preparing our kids' uniforms and backpacks.** The BCBE uniform policy can be found in our Parent-Student Handbook here: <https://www.bcbe.org/Page/24986>. At BFES, we also allow PURPLE or YELLOW/GOLD polo tops/shirts along with white or navy. The purple is true "crayon" or "Trojan" purple. The yellow/gold color is not specified. Embroidery with children's initials is acceptable.

The uniform policy allows for us to include approved school spirit shirts (t-shirts) such as BFES spirit shirts, PTO Tuesday shirts, BFES club shirts, field day shirts, etc. **Students may wear school approved t-shirts on any day they like, Monday-Friday.** We have worked diligently with GameDay Sports to now provide our community with an online store called **The BF SPIRIT SHOP** that contains all of our BFES wear. This year, we also tried to include more inexpensive shirts to provide more options.

We allow all prior school year's shirts to be worn as well. The BF Spirit Shop has a few items left that are discounted from last year too!

The BF Spirit Shop can be found here: <https://gamedaysportsal.com/collections/belforestelementary>

Parents may choose to shop anywhere they like for the traditional uniform items, such as tan/navy shorts, jeans, and white collared shirts. Most of our major local retailers have those items.

14. _____ **Liked our BFES PTO Facebook Page** at www.facebook.com/belforestelementaryPTO to learn more about PTO. The PTO membership

yearly planning is underway. Please be on the lookout for communications specific to joining PTO and learning how you can SERVE!

15. _____ **Thought about school lunch and breakfast.** Breakfast will be \$2.00 and lunch will be \$3.00. EVEN IF YOU THINK your family does not qualify for free and reduced lunch, PLEASE complete the online application, because it helps our school identify the percentage of possible need and receive funding for those that do qualify. **THE FREE AND REDUCED LUNCH FORM LINK DOES NOT OPEN UNTIL JULY 1ST.** The form can be found here: <http://www.bcbe.org/applyforlunch>. It only takes a few minutes to complete and could be very helpful for your family and our school.

END of CHECKLIST