** Being In The Know **

Welcome to the 2017-18 school year! It is with great excitement and anticipation that we begin a new year at Brandon Academy. Please review this handout carefully as it contains important information for the upcoming school year.

**Arrival –** The school day runs from 8:00 to 3:15. Classes begin promptly at 8:00. Students should be present early enough to organize their day and prepare in a calm and unhurried manner. Students arriving after 8:00 will need to enter through the Front Office.

**Drop off and pick up –** Dismissal procedures will be discussed at orientation.Maps for regular and rainy day dismissal are posted on our website**.** Please remain in your vehicle. If you must park, please park in the back parking lot. Parking in the front requires backing out to leave and there are always many children in the area. We are fearful an accident may occur if someone is backing out during carline.

**Extended Care –** Students attending extended care must fill of out the registration form located on our website and in the Front Office. Located in the primary building, before care is from 7:00 - 7:45 each day we are in school. There are no adults on campus before 7:00 so for security purposes, please do not leave your child before this time. Students are allowed to go to class at 7:45. Anyone arriving before this time should report to before care or wait with his or her parents in their car.

After-care begins at 3:30 and ends at 6:00 p.m. ALL CHILDREN MUST BE SIGNED OUT by parent or guardian when leaving after-care. This is for security and safety of our students and exceptions cannot be made. *There is no after-care when school is not in session or on any half days.*

**Field trips -**We would like to encourage you to participate in your child’s field trips and we seem to always be in need of drivers. There are no siblings allowed to participate on the field trips. This presents a problem due to the fact that the school’s insurance only covers our students. Thank you in advance for your cooperation in this matter. Also, if you will be driving on the field trips, please bring a copy of your FL driver’s License and a proof of insurance to the school office.

**Campus Safety -** It is important that all adults on campus sign in at the Front Office. All gates and doors except in the Front Office are locked during the school day.

**School Uniforms -** All students should be in uniform the first day of school. Polo shirts must be ordered through the school office. Please note that uniform bottoms are either Navy Blue or Grey **not Khaki**.

**HRS Health Forms -** All new students are required to have an HRS Health Form completed by the child’s physician. A Blue Immunization Form must also be complete for the child to be allowed to attend class. Our website has the information from the Public Health Offices regarding the Florida State requirements for immunizations. Please call your family physician or the school office if you have any questions.

**Other Forms –** The BA Family Form is due to the Front Office by the first day of school. In addition, new students to BA need to provide a copy of their birth certificate

**School Website**: The school website ([www.brandon-academy.com](http://www.brandon-academy.com)) has important information and links to ParentsWeb, school lunches, school calendar and other parent resources.

**ParentsWeb:** This service is run through RenWeb and is used to share information with students and parents. This provides parents and students the ability to keep up to date on their progress in a class. ParentsWeb allows users to update their contact information, fill out important forms (Extended Day, Dismissal/Pickup, etc.). It is also used for parents to access summer items using the school website. Returning families will use their same login and password from last year. New families will receive an email from BA with instructions for setup.

**Remind:** For students in grades 4 through high school, Brandon Academy teachers use an app called Remind. This is a free service that allows parents and students to be updated about the daily assignments and upcoming assessments in their classes using text messages. Parents and students will receive information about how to utilize this service at orientation.

**Email:** Administrators send emails about upcoming events and reminders throughout the school year. Also, report cards are emailed at the end of each quarter. Teachers use email as a way to communicate general information about their class as well as personal communication about your child. It is important that we have your current email address on file.

**Newsletters**: For students in Grades JK-5, weekly newsletters are sent home via email.

*For questions regarding any of the these communication items, please contact Brian Galzerano at* [*galzerano@brandon-academy.com*](mailto:galzerano@brandon-academy.com)