2018-2019 BEL AIR ELEMENTARY
GENERAL INFORMATION AT A GLANCE

1. School day hours:

Monday,Tuesday, Thursday, and Friday- 8:05 to 3:15, **Wednesday – 8:05 to 2:00**.

✓ Children need to be in the classroom by 8:05 a.m. Supervision of students by school personnel begins at 7:50, and we ask that students not arrive before 7:50 . Rainy and cold days are not an exception. We do have students come into the building on these days, however we open the doors at **7:50 a.m.** As students enter the building, we ask that they walk to their classrooms on their own. There is always staff in the halls to help them find their rooms if they are still unsure. We are working to help build confidence and independence with all students. There is no supervision on the playground before 7:50 a.m. or after 3:25 p.m. (Please refer to page 31 of the Elementary Handbook for Parents for more information concerning school hours).

✓ **Before school line up:** Kindergarten, third, and fourth grade enter the north door (by the black top) and grades one and two will enter the south door. Students may be dropped off in the front of the school, however will need to go to their assigned lineup.

✓ **After school pick up:** Kindergarten will be dismissed through the front door. Grades one and two will dismiss out of the south door. Grade three will exit the north door and grade 4 will exit the front door.

✓ If you have more than one child to pick up, please pick them up at the youngest child's exit or make plans with your students ahead of time for an alternate pickup site.

✓ Please let the front office or your child's teacher know ahead of time if someone other than yourself will pick up your child(ren).

2. **Y Kids Club:** The YMCA provides before and after school child care for Bel Air students on site. You may contact the YMCA for additional information.

3. **Absenteeism:** Please call when your child is ill or will miss school for another reason. You may call Mrs. Elliott at 402.644.2539 or leave a message at any time on our answering machine. You may also email amyelliott@npsne.org and/or your student's teacher.

4. **Change of address/phone number or email:** Reminder messages will be sent by automated phone and email. If you have a change of phone number, email, or address, please let us know so we can keep our records updated.

5. **Lunch tickets:** Students should bring lunch money in an envelope marked with name, grade, and amount. The deposit can be made for the amount of your choice. You can also access your student's lunch account and make deposits on the Parent Portal.

✓ **Lunch ticket prices are as follows:**

- Single meal ticket $2.90, Weekly meal ticket $14.50
- Single reduced ticket $.40, Weekly reduced ticket $2.00
- Single extra milk ticket $.50
- Breakfast – daily $1.50, daily reduced breakfast $.30

● Breakfast will be served in the gym. **Students will need to arrive between 7:50 and 8:00 to receive breakfast.**

✓ **Lunch times are as follows:**

● KINDERGARTEN:	11:00-11:20	Ransen, Batenhorst	11:05-11:25 Leuthold
● FIRST GRADE:	11:20-11:40	Garder, Kerkman	11:25-11:45 Walker
● SECOND GRADE:	11:40-12:00	Myers, Jenkins	11:45-12:05 Johnson
● THIRD GRADE:	12:00-12:20	Mora, Haglund	12:05-12:25 Dodson
● FOURTH GRADE:	12:20-12:40	Burkink, Kalin	12:25-12:45 Gray

6. **Elementary Parent Handbook:** Please be sure and look through it closely. It contains very important information concerning absences, tardies, dress code, cancellations and general procedures and guidelines. Please save it as a reference.

7. Please take note of the following Bel Air office procedures.

Procedures for parents or guests who are visiting the building:
● Check in at the front window.
● Someone will give you a badge to wear while you are in the building.
● When you leave, return your badge and sign out.

Procedures for parents when picking up students during the school day:
● Please be sure the date and time the student will be picked up is communicated with the teacher and/or office staff.
● Check in at the front window.
● If the student returns to school, please have them stop in the office so we can adjust attendance.

9. **PTG:** Consider joining our Parent Teacher Group (PTG). There are many fun activities sponsored by PTG throughout the year. PTG meetings are on the first Tuesday of the month at 6:30 p.m. Check our website for exact dates and times.

10. Bel Air website

Keep updated on Bel Air happenings at: norfolkpublicschools.org. Click Bel Air under "Schools".
Parents can keep track of grades, attendance, lunch money, etc. through the Parent Portal on our website. Information for this handy tool is available in the front office.

Principal: Mrs. Trisha Andreasen
Secretary: Mrs. Amy Elliott
School Counselor: Mrs. Monica Johnson
Nurse: Mrs. Diane Schilling/Health Tech: Mrs. Terri Daly