



Greetings Brookhollow Families,



SCHOOL HOURS

To keep our school secure and maximize instruction, some important expectations have been established regarding visits to school:

- **Visitors** – upon entering the building, all visitors must report to the office to sign in at the computer and get a visitor's badge. A valid picture ID will be requested.
- **Classroom Visits** – Please pre-arrange a visit with your child's teacher to observe the classroom environment. Visits to the classroom without teacher notification and approval are discouraged.
- Please deliver forgotten lunches, books, homework, house keys, etc. to the office, rather than the classroom.
- **Volunteer** – We appreciate our volunteers! All individuals who volunteer in classrooms or chaperone field trips have to complete and pass a criminal background check. **Volunteers must apply two (2) - four (4) weeks before anticipated event to ensure participation in student activities and field trips. A new application must be submitted yearly.**
<http://www.pfisd.net/domain/81>



TRANSPORTATION

- **Arrival** – Please plan to have your child in the building at 7:39 am. Students arriving in the building after 7:40 am are tardy. All students eat breakfast in the BES Café prior to tardy bell. There are two drop-off areas south and the east "U" formation in front of the building. We ask that you follow the arrows in the east parking lot facing the front of the building. The bus lane is for buses only at all times so we appreciate your cooperation as we work to ensure a safe start and finish to the school year!
- **Dismissal** – School is dismissed at 2:45 pm each day. Students riding the bus will be escorted by designated staff.
- **Dismissal for Car** – If your child does not ride the bus, teachers will walk the students to the Parent Pick-up Area (see map attached). Parents can park, walk to outside pick up area only. Parents should not wait inside building to pick up students during transition. Yellow car tag child's teacher – rear view mirror for efficiency of pickup.
- **Change in Dismissal Plans** – If your child is not riding the bus home, please be sure his/her teacher knows what the transportation arrangements are via a written note. Without a detailed written note regarding the change, students will transition to their regular assigned transportation. Calls should be made in a timely manner (>2 hours) prior to dismissal. Changes

in “permanent” bus arrangements take more than one day to arrange with the transportation department.

- **Early Dismissal**– If your child will be picked up at school before the regular dismissal time of 2:45 p.m., please send a note to the teacher so your child can be prepared to leave at the requested time. Please note that students will not be called to the office until a parent is present. This ensures that our children do not miss important learning time.
- **Late Pickup**– There is no dismissal time in the office after 3:00 p.m. Late pick-up will be followed by a letter after the third time ‘reverse’ tardy.



COMMUNICATION

Highly encourage your neighbor who haven’t subscribed to listserv send them the link and to keep in contact and up-to-date information.

- **Listserv:** <http://www.pfisd.net/Page/835>
- **Tweet:** <https://twitter.com/BrookhollowES>
- **Facebook:** <https://www.facebook.com/BrookhollowES/>
- **School Supply List:**
http://www.pfisd.net/cms/lib/TX01001527/Centricity/Domain/109/BES_School%20Supplies_WEB.pdf



LUNCH

- Parents can join their child for lunch. An adult meal is \$3.90. If you come for lunch, please sign in at the front office and then join your child. We encourage students to eat/drink healthy - milk, water, or juice in lieu of soda products are highly recommended. Students are not permitted to share food.
- We want to encourage all our parents to spend time eating lunch with their child. Moreover, students should not be pulled out of class separate from the assigned lunch time to eat with other family members. <http://www.pfisd.net/Page/4571>
- Place money on your child’s account: <https://www.mylunchmoney.com/>



BIRTHDAY CELEBRATIONS

- We encourage families to keep birthday celebrations very simple. All treats must be store bought, individually wrapped, and provided for the entire class. We suggest single treats like a cookie, bag of chips, or pencil. The location and time of birthday celebrations will be at the discretion of the teacher and should be arranged with the teacher prior to the celebration. In general, we prefer to have birthdays celebrated after lunch. Balloons are to remain in the office until end of day.



ABSENCES

- <http://www.pfisd.net/domain/245>
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