



Other Pertinent School Information

Student Photos/Yearbook Pictures

- Student photos for the yearbook will be taken during Registration & Meet/Greets on Mon. August 15, 2016.
- BFA Uniform of choice must be worn for the student photos.
- In addition to student photos, Parent/Volunteer photos will be taken during these days as well.
 - Parents: please bring a photo I.D. for identification purposes.

Student Fees/School Supplies

No need to buy supplies!

Ben Franklin Academy collects student supply fees to cover classroom/learning supplies (eg. Textbooks, art supplies, technology fees, music supplies, physical education equipment, student planners, field day expenses, paper/bulk supplies, pencils, scissors, kleenex, hand sanitizer etc.)

Fees for the 2016-2017 school year are:

- Preschool = \$125/student
- AM/PM Kindergarten = \$120/student
- Full Day Kindergarten through 5th grade = \$170/student
- 6th – 8th Grade = \$185/student

These fees do not include costs associated with field trips, occasional fundraisers, or classroom party supplies. Field trip fees will be collected at the time the trip is scheduled. All fees are non-refundable.

You will be invited to complete Online Express Check In in August (before school begins). At that time, you can pay your student fees. Unpaid fees after 8/15/16 will be assessed a \$25 late fee.

First Day of School

- Our first day of school is Wednesday, August 17, 2015
- This is also Formal Uniform Day. Khaki bottoms and a navy top with the red BFA embroidered logo is required.
- Doors to the school will open at 7:45am and all students are expected to be in their seats no later than 8:15am.

Formal Uniform Days/Requirements

- As mentioned above, the first day of school is Formal Uniform Day.
- Formal Uniform consists of khaki bottoms (shorts, pants, skirts, skorts), and a navy top with the red BFA embroidered logo.
- Student's not in formal uniform on required days will receive a dress code violation
- The first Wednesday of every month is also Formal Uniform day.
- If there is additional formal uniforms days these will be communicated by your teacher. (example: field trip days, music performances etc).
- Please read our uniform policy for additional information.

Boo Hoo/Yahoo – Kindergarten Families

We know the first day of school can be overwhelming for both you and your little one. Walk your child to class, help them get settled in, then say goodbye. Whether you're sad or whether you're glad, you're invited to our BooHoo/Yahoo reception. Don't miss this chance to meet other parents in your classroom, ask questions, and get to know the MCO committee.

- Enjoy light refreshments courtesy of the BFA Baking Committee.
- 9:00ish to 9:30 am for AM Kindergarten
- 12:30ish to 1:00 pm for PM Kindergarten.

Facebook Page

Join the official Ben Franklin Academy Facebook page.

<https://www.facebook.com/benfranklinacademy/?fref=ts>

We also have a parent page on Facebook. You will often hear it referred to as "Friends of Ben" <https://www.facebook.com/groups/300655266786689/>

**Note: this Facebook page is not administered by the school.
It is a forum created by parents for BFA parents.*



Important Email Addresses

Email attendance@bfacademy.org by **8:15am** the day of, if:

1. Your child will be absent from school.
2. Your child will be absent for an extended period of time.
3. Your child will be dropped off late (ie. Doctor's apt)
 - Note: cc: your child's teacher on your email
4. You can CALL in attendance as well. 720.432.9239.

Email traffic@bfacademy.org by **1:30pm the day of**, if:

1. Your child will be going home with a friend.
2. Your child will be picked up by someone else other than the parent(s).
 - The person picking up **MUST** be an emergency contact before the student is released.
 - The school must be notified ahead of time, in writing.
 - You may give your family carpool tag to the person picking up.
 - Note: cc: your child's teacher on your email.
3. Your child is an intermittent bus rider.
 - You must email us **daily** so we can make sure your child is/is not on the bus that afternoon.
 - Note: cc: your child's teacher on your email.
4. Your child is an intermittent walker.
 - Walkers are released from B Zone door at 3:45pm
 - A *Designated Walker* form must be on file in the front office before your child is released.
 - You must email us **daily** so we can make sure your child is/is not on the walker list that afternoon.

Email registrar@bfacademy.org if:

1. You have questions regarding enrollment.
2. You need to update household information (ie. if you have moved & have a new address).
3. You need to update emergency contacts.
4. You need to update personal information (ie. new email address, new phone).
5. You need to withdraw your child.

Email info@bfacademy.org for:

1. General questions regarding our school
2. Clarification of our student policies, procedures, inclement weather, lunch etc.
3. Inquiries regarding student activities, sports, after school activities, or school functions.

Email health@bfacademy.org if:

1. You need medical authorization forms (ie. Epipen, self carry form etc.).
2. You have questions regarding medications for your student.
3. You have questions regarding immunization records.
4. You have questions regarding an accident report or injuries.

If you need to get a message to your student throughout the day, please email the teacher directly.