

2025-2026 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.**

Before school line up may start at 7:50. Please adhere to this timeframe as there is no supervision until 7:50.

✓ Children need to be in the classroom by 8:05 a.m. Supervision of students by school personnel begins at 7:50 on the blacktop, 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 37 of the Elementary Handbook for Parents for more information concerning school hours).

✓ **Before school line up:** Kindergarten, third, and fourth grade line up on the north basketball court and enter the north doors. Grades one and two will line up on the south basketball court and enter the south door. Students may be dropped off in the front or the sides of the school, however will need to go to their assigned lineup. If dropped off in the front of the school, students will need to walk around the side of the building to get to their assigned lineup space.

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

✓ 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. Sukup at 402.644.2539 or leave a message at any time on our answering machine. You may also email rachelsukup@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 and Breakfast

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

- Single meal ticket \$3.55, Weekly meal ticket \$17.75
- Single reduced ticket \$.40, Weekly reduced ticket \$2.00
- Single extra milk ticket \$.55
- Breakfast – daily \$2.05, daily reduced breakfast \$.30

Breakfast will be served in the NEW gym. Students enter through Door #20. **Students will need to arrive between 7:50 and 8:00 to receive breakfast. Please do not drop your child off before this time as there is no supervision.**

✓ **Lunch times are as follows:**

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|-----------------|-----------------------------|------------------------|
| • KINDERGARTEN: | 11:00-11:20 Wagner, Ransen | 11:05-11:25 Leuthold |
| • FIRST GRADE: | 11:30-11:50 Garder, Kerkman | 11:35-11:55 Walker |
| • SECOND GRADE: | 11:50-12:10 Myers, Kalin | 11:45-12:05 Lichty |
| • THIRD GRADE: | 12:10-12:30 Lewis, Rowse | 12:05-12:25 Siedschlag |
| • FOURTH GRADE: | 12:20-12:40 Schick, Henery | 12:25-12:45 Allison |

6. Guests are always welcome to come and eat lunch with their student. If you would like to order a school lunch, please let the front office know by 8:30 a.m.

7. **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.

8. 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 to specify where you will visit in the building.
- Someone will give you a visitor badge to wear while you are in the building.
- We ask visitors to go directly to and from specified location for safety reasons. 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, drop the student off at 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 held monthly. Check our website for exact dates and times.

10. COMMUNICATION-Bel Air website/SeeSaw

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 tool is available in the front office. “Like” Bel Air Elementary on Facebook to stay up to date on school happenings. Bel Air is a “SeeSaw for Schools” user and information from classroom teachers and the office will be sent via SeeSaw throughout the school year. **Be sure and look for this information from your child’s teacher and sign up for SeeSaw.**

11. TRAFFIC: Ensuring smooth traffic flow at elementary schools is essential for the safety and well-being of students, parents, and staff. A well-organized traffic system reduces congestion and minimizes the risk of accidents during drop-off and pick-up times. It promotes a safe environment for children as they navigate to and from school. Please follow our drop off/pick up guidelines so we can further enhance safety and efficiency, and foster a community that prioritizes the care and protection of our young learners.

Principal: Ms. Trisha Andreasen
Secretary: Mrs. Rachel Sukup

School Counselor: Mrs. Monica Johnson
Nurse: Mrs. Amy Hoffman-Rice/Health Tech: Mrs. Terri Daly