



Welcome to the 2024 – 2025 School Year at the Elementary/Middle School Campus

Dear Brookfield Families,

Welcome to Brookfield School. We know that starting a new school year is a transition, and we are here to support you. Below you will find some helpful tips in preparing your child for school with Brookfield, along with valuable information regarding the upcoming school year.

As you and your child become acquainted with the school, please feel free to reach out to your child's teachers and administrators with any questions, concerns, or suggestions. Our goal is to provide your family with an amazing experience.

We are so excited to welcome you to our program and look forward to supporting you and your child as they grow into kind, resilient students who feel loved, cared for, and valued at school!

On the first day of school, escort your child into the classroom. Teachers will be there to meet and greet each child. We ask parents to limit their drop off time to 10 minutes. A quick drop off is often best for the parent and child. Ask a teacher for tips to help make drop off easier.

Tuesday is a busy day, please pack a healthy snack and lunch, and a labeled water bottle. Please remember we are peanut and nut-free, and allergy aware school. Label your lunch box with acknowledgment by using alternative such as "sun butter."

Beginning this year, students in Early Kindergarten are expected to wear a red shirt (no collar required), or a red dress. They may have any bottoms.

What To Bring:

- Full Change of Clothes and Extra Underwear (labeled with name in a Ziploc bag) for students in Early Kindergarten through 2nd grade
- Backpack and school supplies
- Lunch Container Labeled with First and Last Name on the outside. Daily nutritious nutfree snack & lunch
- Nut-free snack for aftercare children
- Water bottle labeled with name
- Don't forget to wear closed-toe shoes

Sincerely,

Mrs. Dorey

This Packet Contains:

- Welcome Letter
- Classroom Maps
- Current Year Calendar
- General Information
- What to Bring to School
- Staff List
- Start and Stop Times
- Updates Student Information Sheet
- Uniforms

2024-2025 School Calendar

Brookfield School



6800 South McCarran Blvd
 775-825-0257 (Fax) 775-825-3463
 Reno, NV 89509

Important Dates

- September 3rd- First Day of School
- September 25th- Back to School Night
- November 11th to November 15th-
Fall Parent Teacher Conferences
- November 13th- Report Card 1
- January 22nd- Report Card 2
- March 31st to April 4th- Spring Conferences
- April 2nd- Report Card 3
- June 13th- Last Day of School, Report Card 4

Events To Be Announced

- Fall Festival
- Mother's Day Tea
- Earth Day and Shel-a-Bration
- Winter Wonderland
- Family Dance
- Book Fairs

Summer and Break Programs

- Summer 2024- June 17th to August 16th
- Winter Break Camp- Dec. 23rd to Jan. 3rd
- Presidents' Week Camp- Feb. 18th to Feb. 21st
- Spring Break Camp- April 21st to 25th
- Summer 2025- June 16th to August 15th
- All Campus Closures & Early Releases**
- July 4th- Independence Day
- August 19th- September 2nd - Staff Training/
All Campus Improvements
- October 25th- Nevada Day
- November 27th- Early Release All Locations
- November 28th & 29th- Thanksgiving Break
- December 24th & 25th- Christmas Holiday
- December 31st & January 1st- New Year's Eve
- February 17th- Presidents' Day
- May 26th- Memorial Day

- All Fridays from September to June are
early release at 1 pm

- Parent Teacher Conferences
- First/ Last Day of School/ Summer Camp
- School Closed
- School Break Camp
- Special Early Release

July 2024

S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024

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September 2024

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29	30					

October 2024

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November 2024

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December 2024

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Revised: January 8, 2024

January 2025

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February 2025

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March 2025

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30	31					

April 2025

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May 2025

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June 2025

S	M	T	W	T	F	S
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29	30					

Dates are subject to change



General Elementary School Information

Please drive slowly with caution through parking lots as children are known to dart through the parking lots or in between cars.

Elementary Gate card allow campus entry between 7:30 am to 9:00 am and 3:00 pm to 6:00 pm. Children remaining after class are placed in our Extended Care Programs and billed accordingly.

Daily Start And End Times With Pickup Locations

7:30 am to Class Start is Morning Care: Great Room Activities, or Outdoor Play

All Classrooms please drop off at door. Please pick up at locations below, students not picked up go to After Care.

Grade	Room	Class Begins	Class Ends*	Pick-Up Location**
Early Kindergarten	Rm. #2/3	9:00 am	3:00 pm	From Classroom
Pre-First	Rms. #11& #12	8:45 am	3:15 pm	Rear- Library Gate
1st Grade	Rms. #15 & #14	8:30 am	3:15 pm	Front Gate
2nd Grade	Rm.#7	8:15 am	3:30 pm	Rear-West Gate by B-ball Ct
2nd Grade	Rm. #10	8:15 am	3:30 pm	Rear- Library Gate
3rd Grade	Rm. #8/9	8:00 am	3:45 pm	Rear-West Gate by B-ball Ct
4th Grade	Rm. #13	8:00 am	3:45 pm	Rear-West Gate by B-ball Ct
5 th – 8 th Grade	Middle School	8:00 am	3:45 pm	Rear-South Door – Middle

*Students may not wait unsupervised for parent pick up. (Please remind your child to go to the After School Care area, where they can wait under supervision for you.)

** Pick-up times are 15 minutes after the bell. After 15 minutes, your child will be signed into After School Care, and must be signed-out by a parent or authorized person.

Extended Care

Extended Care Hours begin at 7:30 am and end at 6:00 pm. If you require occasional extended care for your child, please arrange this in advance through the front office for proper staffing. The rate for extended care drop-in is \$20.00 per hour. Regular extended care participants call the billing office (775.825.0257 ext 5) to arrange payment. Scheduled extended care is a pre-paid discounted fee.

There is a \$2.00/minute charge in 5 min. increments, \$10 per 5 minutes, charge for care after 12:30 pm for half-day children and 6:00 pm for after care children. You will be billed.



Emergency Information

It is imperative parents update all information with our school. Please update your contact information, child's health information, and more on the family form included. *Please make sure your child has at least 3 other adults who are able to pick up your child within 1 hour if needed.*

We are asking to only have contacts listed as a pickup if they are able to come get your child, otherwise please list them as an emergency contact. Please note all contacts, pickups and emergency, will be contacted by alert system during a drill, test, or actual event.

Allergy-Aware And Nut-Sensitive School

We make every attempt to be a nut-free campus. Please adhere to our request of no nuts. Please check the labels as nuts are in many products. This is for the safety of our children. Any suspicious allergens will be removed and saved for you. If you are packing alternative butter sandwiches, please label the food to inform your teacher. We encourage healthy foods and ask that sweets be kept at home.

PTA

Our outstanding PTA is gearing up to welcome families, provide volunteer opportunities, and offer other exciting events and programs. You can reach PTA at pta@brookfieldschool.com.

Positive Behavior System

All Brookfield School campuses are continuing our Positive Behavior System. We will be focusing on three expectations for the school. We are learning to "Be Respectful, Be Responsible, and Be Ready." Students and staff will be working together to acknowledge and reward each other for their outstanding behavior. Classes and children will be working hard to earn rewards throughout the year.

Ren Web/FactsSIS (Student Information System)

Parents Web from FACTS is a private and secure parents' portal that will allow parents to view academic information specific to their children while protecting their children's information from others. You may view your child's grades, attendance, homework, as well as other useful school information. You can also communicate with teachers and other school staff online whenever necessary. All you need is an Internet-capable computer.

[Here's how to access our easy-to-use Parents Web](#)

Remind

At Brookfield School, we are dedicated to maintaining open and efficient communication with our parents. To ensure you stay informed and connected, we utilize the Remind communication system. Remind allows us to send timely updates, important announcements, and classroom information directly to your phone or email. This easy-to-use platform helps bridge the gap between home and school, ensuring you are always aware of your child's educational journey and any school events or activities. Your engagement is crucial, and Remind helps make staying informed simpler and more convenient.

[Click here to join Brookfield School Remind.](#)



At Brookfield School, we take the health of our students and staff seriously. If your child is sick and needs to stay home, kindly inform us of the absence and symptoms by calling the school at 775-825-0257 extension 2 or emailing attendance@brookfieldschool.com.

To maintain a healthy campus, we request that students showing signs of illness refrain from coming to school. To facilitate a full recovery and prevent the spread of illnesses, children and staff will be asked to remain at home until symptoms subside for at least 24 hours. Depending on the nature of the community illnesses the school may require a longer period of recovery before returning to school. In the unfortunate event that a child shows signs of illness or becomes unwell while at school, the parents will be notified of their symptoms and the child will be in the office while awaiting pick-up. Rest assured, our priority is always the care and comfort of your child.

School Safety

Our top priority is the safety of our students. Therefore, we will strictly adhere to the school's procedures regarding student safety, visitor and volunteer requirements, as well as the interactions between parents, staff and students. Brookfield continues to be a safe and orderly environment, encouraging quality and rigorous instruction that leads to outstanding academic achievement for all students.

All visitors must check in at their campus office. Visitors will be required to present their driver's licenses to be copied. All visitors must wear a visitor badge. Staff must also have visible ID badges on campus. All families must have a security card or access code to obtain access on to the campus.

Security cards and access codes will be available to pick up at the popsicle party/ ice cream party and the first day of school. Security Cards only give access to the Elementary Campus for families between the hours of 7:30 am to 9:00 am and 3:00 pm to 6:00 pm.

Students may only be picked up by someone authorized to do so. Please ensure anyone picking up is listed on your student's FACTSIS account. If you are picking up your child early, please sign the student out of the office. The office will call your child out of class. For continuity of instruction, please avoid scheduling any appointments 30 minutes prior to your student's dismissal time.

Staff

Teachers return, Monday, August 19th, for training and will be busy preparing classrooms and lesson plans to ensure that students receive rigorous instruction in a nurturing learning environment every day. A complete staff list is below. Staff biographies are on the website.

Supply Lists

A generic supply list for each class is listed below. Each teacher will provide a specific class/subject supply list once school begins.



Early Kindergarten

- Full Change of Clothes (labeled and extra underwear in a Ziploc bag)
- Sleeping pillow & blanket (labeled, taken home to clean on Fridays)
- Backpack (optional)
- Lunch Container Labeled with First and Last Name on the outside. Daily nutritious Nut Free snack & lunch (No sweets).
- After school snack for aftercare children (Nut Free, no sweets)
- Water bottle labeled with name
- Closed-toed shoes
- Toys from home are highly discouraged, they can get lost or broken
- Note from the Doctor (Well Child Check Up) and shot record

Pre-1st (Kindergarten) through Eighth Grade

For All School Age Students

- Backpack
- Daily nutritious Nut Free snack & lunch
- After school snack (Nut Free)
- Water bottle labeled with name
- Closed-toed shoes

School Supplies: Remember a teacher may require additional/different supplies

- 2 pocket type folders (2 - 4 folders)
- #2 pencils (optional)
- Crayons (16 max, Pre-1st, optional)
- Scissors (optional)
- 7-10 book covers for all text books
- Pink Eraser
- Ruler: with centimeters and inches
- Two 1/2" - 3 ring binder (optional)

Additionally For 1st Grade and above:

- Colored pencils (no more than 16, 1st- 4th Optional, needed for 5th-8th)
- Pencil box for supplies (1st - 3rd)
- Graph Paper (optional)

Additionally For 3rd Grade and above:

- Protractor
- 2 pocket type folders (8 folders)
- Spiral Notebooks (wide rule, 3rd Only)

Additionally For 4th Grade and above:

- Algebra and Geometry students have calculator requirements (TBA)
- Flash drive (optional)
- Index cards (optional)
- One Spiral Notebook (100pg wide ruled, perforated-for Science and STEM class)



Student Placement

Classrooms have been balanced both academically and socially. Careful consideration is given to the placement of students input from staff and families, as well as student learning styles. Our class lists are structured to provide equitable class sizes at each grade level. Please create or login to your Parent's Web account to see your student's placement.

Uniforms

Dress code is mandatory for all Early Kindergarten through 8th Grade students. Students coming to school out of uniform will be sent to the office. The dress code is detailed below. If there is a question on whether a garment or style is acceptable, do not wear the item until it has been approved by the administration. Please ensure all articles of clothing are plainly labeled with the student's name.

Some acceptable uniform items (bottoms, jackets, sweatshirts) may be purchased at the "school uniform" sections of stores such as, Wal Mart or Target. These additional items must match our colors exactly, with no logos. Tights and leggings under dresses and skirts must match the school colors and be free of any patterns or decorations. Sweaters and sweatshirts, pull over or button up, must match the school colors.

Students are expected to meet dress code standards on Monday, Tuesday, Thursday, and Friday. Students must wear their assigned uniforms on Wednesdays and for any field trips or special events. Students may wear spirit wear on Fridays, provided it meets the dress code and guidelines below.

Early Kindergarten

Students in Early Kindergarten are expected to wear a red shirt (no collar required), or a red dress. They may have any bottoms.

Accessories

Jewelry/accessories that could be deemed a safety hazard or are disruptively excessive in-size, style, or number are not allowed. Body piercing is unacceptable except for the ears: one stud in each ear is allowed. Bracelets and necklaces should not be worn at school.

Sunglasses and hats may be worn outside on the playground. They must be removed and stored in a backpack or cubby when in the classroom or during instructional times.

Backpacks

For the safety and tidiness of our students and campuses, roller backpacks of any kind will no longer be allowed at Brookfield School. All backpacks should be soft and able to be carried on a student's back. Please refer to the following:

Standard	17"	8yrs - Adult
Youth	15"	Pre K - 2nd grade
Toddler	12"	2yrs - 4yrs

Free Dress Days

On “Free Dress” days, the dress code for shoes, hair, makeup, and accessories must be followed. Please use common sense and follow our guidelines for modesty and neatness. Please note following items are not acceptable:

Extreme styles, including baggy or oversized items, ragged edges, holes in clothing, or visible underwear.

Short, tight or revealing apparel, unbuttoned shirts, overly revealing clothes, such as bare-midriff or spaghetti-strap tops, tank tops, short shorts (shorts must be no shorter than 2” above the knee no matter what is worn underneath), tube tops, sheer clothing, tights, or spandex worn as outerwear, etc. Torn or ripped leggings or tights. Clothing or personal items that support alcohol, drugs, gangs, profanity, sexual conductor violence, such as T-shirts with logos or ads, etc.

Hair

Hair must be kept out of face and eyes during instructional times. Hair color should be natural, or in natural tones. Modest highlights are acceptable. Hairstyles should not be distracting or disruptive to the teaching/learning process in class or on campus. No extreme styles or unnatural colors are allowed. Spiked hair may not be longer than one inch.

Jackets

Solid school colors.

Makeup

No makeup is permitted for students in Pre-1st through 5th grade. Lip gloss/ Lip balm can be worn. Girls in 6th through 8th grade can wear light make up in neutral shades.

Pants/Shorts/Skirts

All dress code and uniform pants must be khaki-style with a button closure and a zip-fly inkhaki or navy color. For students in Pre-1st and 1st grade, pants may have an elastic or tie waist. No yoga pants, sweats, leggings, or tight, legging-style pants/ skinny jeans. Pants and shorts must be worn at waist level. They must fit properly at the crotch and must not be baggy/oversized.

Shorts/Skirts should be modest in fit and length. Skirts and shorts may not be shorter than 2” above the knee. No denim and no cut-offs. No frayed knees or hems.

Shirts

Collared, long-sleeve or short-sleeve in solid white, or navy.

Shoes

Must always be worn, always with socks and tights. Shoes must have closed toe and heel; maximum

heel height is one inch. Shoelaces must always be laced and tied properly. All shoes should be closed toed and considered safe for active outdoor play.

Spirit Fridays

On Fridays, students may wear any Brookfield School Spirit shirt and uniform-colored pants. There will be several opportunities to get Brookfield Spirit Wear throughout the year. Students without a spirit shirt should wear white, or navy collared shirts.

Sweatshirts

All sweatshirts are to be in solid school colors.

Reminder

We are partnered with Land's End Uniforms and our school plaid is Classic Navy Plaid. Girls in Pre-1st through 2nd grade will be wearing the Classic Navy Plaid jumper. Girls in 3rd through 4th grade will be wearing the Classic Navy Plaid skirt or skort. The Classic Navy Plaid is optional for 6th through 8th grade girls. All students in 6th – 8th Grade are required to wear the Brookfield School blazer on uniform days. You may order the plaid items and blazer online at www.landsend.com/school with the code 900061771.

Dress Code and Uniforms by Day Monday, Tuesday, Thursday, Friday

Students are expected to wear a combination of the following:

- White, or navy collared shirt, long or short sleeves
- Khaki or navy slacks, shorts, or skorts
- Grade-level appropriate plaid dress or skirt (uniform items are allowed every day of the week)

Uniform Dress

Wednesdays or Field Trips(unless otherwise specified)

Boys:

- Pre-1st through 4th Grade: White collared shirt, navy slacks or shorts
- 5th through 8th Grade: Brookfield School Blazer, white collared shirt, khaki pants or shorts

Girls:

- Pre-1st and 2nd grade: Classic Navy Plaid jumper and white collared shirt
- 3rd through 4th grade: Classic Navy Plaid skirt and white collared shirt
- 5th through 8th Grade: Brookfield School Blazer, white collared shirt, khaki pants, shorts, or skorts
- (Land's End plaid skirt or skorts)

Elementary Teachers

Grade	Teacher	Education	Email
Early Kindergarten	Mrs. Ferrall	E.C.E Requirements	rferrall@brookfieldschool.com
Early Kindergarten	Mrs. Whitt	M.A. in Education	vwhitt@brookfieldschool.com
Pre-1 st (Kindergarten)	Ms. Foster	B.A. Art and History	gfooster@brookfieldschool.com
Pre-1 st (Kindergarten)	Mrs. Toland	M.S.ED in Student Affairs	atoland@brookfieldschool.com
1 st Grade	Mrs. Clingensmith	M.A. in Education	aclingensmith@brookfieldschool.com
1 st Grade	Ms. McElroy	In Progress M.A. Elementary Education	hmcelroy@brookfieldschool.com
2 nd Grade	Mrs. Solari	B.A Interdisciplinary Studies, Minor in Education	dsolari@brookfieldschool.com
2 nd Grade	Ms. Rich	In Progress M.A in Education Administration	mrich@brookfieldschool.com
3 rd Grade	Mrs. Arneson	M.A. in Elementary Education	sarneson@brookfieldschool.com
4 th Grade	Ms. Bryant	M.A. Education Administration	jbryant@brookfieldschool.com

Middle School Teachers

Subject/ Homeroom	Teacher	Education	Email
Math, Social, Studies 5 th Grade Homeroom	Mrs. Thomas	Master's Education	tthomas@brookfieldschool.com
Literature, Writing, 8 th Grade Homeroom	Ms. Woods	M.A. in English Literature	kwoods@brookfieldschool.com
Science, Engineering, 6 th /7 th Grade Homeroom	Ms. Gordon	M.A. Elementary Education	sgordon@brookfieldschool.com

Specialty Teachers

Content Area	Teacher	Email
Spanish	Mrs. Pfennig	mpfennig@brookfieldschool.com
Mandarin	Mrs. Ke	wke@brookfieldschool.com
Physical Education	Mrs. Lupoff	klupoff@brookfieldschool.com
Art	Ms. Reid	iamemilyreid@gmail.com
Music	Ms. Dimitroff	mdimitroff@brookfieldschool.com
Music	Mrs. Choi	hchoi@brookfieldschool.com
Library	Mrs. Fyda	kfyda@brookfieldschool.com

Administration

Position	Name	Email
Head of School	Mrs. Dorey	tdorey@brookfieldschool.com
Director of Operations	Mrs. Murray	kmurray@brookfieldschool.com
Director of Business and Finance	Mrs. Osgood-Johnson	kjohnson@brookfieldschool.com
Assistant Director of Business and Finance	Mr. Johnson	cjohnson@brookfieldschool.com
Billing	Ms. Brumley	jbrumley@brookfieldschool.com
Office	Ms. Sullivan	tsullivan@brookfieldschool.com
Registrar	Mrs. Goecker	kgoecker@brookfieldschool.com
Admissions and Marketing	Mrs. Johnson	ajohnson@brookfieldschool.com