

# BROADWATER CREEK ACADEMY

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Churchton, MD 20733

Phone/Fax: 301-261-9254  
[www.broadwatercreekacademy.org](http://www.broadwatercreekacademy.org)

## Virtual Learning Assistance Program

In addition to the policies and information noted in our updated COVID-19 Parent/Student Handbook Addendum, please see the following important information pertaining specifically to our Virtual Learning Assistance Program.

- BCA will have a Virtual Learning Assistance Program in place to assist our elementary school-aged students during this time period of countywide e-learning. Your previously completed AM/PM Care Registration Form will serve as the registration form for this program, keeping in mind that **WEEKLY TUITION** will increase as noted below. When county schools re-open, we will return to our regularly scheduled AM/PM care program.
- Each student will have his/her own cubby to place personal belongings in daily.
- Each student will have his/her own desk for virtual learning purposes.
- Each student's desk will be labeled with an age-appropriate educational nameplate. During learning time, any academic materials needed for the day; including your child's pencil case and e-learning device will be stored on/at his/her desk.
- We will follow your child's school schedule and also be adding in fun learning activities and events daily.
- **VLAP FEES:**
  - ◆ **Weekly Tuition = \$225**
  - ◆ **Technology Fee = \$50 (First Semester – due by Friday, 9/11)**

### SUPPLY LIST:

#### *To be provided from BCA:*

- **Pencil Case**
- **Composition Book** – used for daily written communication between home and BCA/LTA
- **2 Pocket Folder** – used for sharing hard copies of schedules/hand-outs, etc...

#### *To be provided from AACPS and/or HOME:*

- **Backpack** – When your child receives his/her backpack from AACPS, please send it in with ALL included supplies. We will work with your child during the first week of school to organize it, along with your child's pencil case accordingly. All school supplies will be sent home daily.
- **E-learning device** – should be fully charged, cleaned and sent in child's backpack daily
- **Change of Clothing** – ALL KINDERGARTEN STUDENTS
- **3 boxes of tissues**
- **3 boxes of Clorox wipes**

## **SCHEDULE / ATTENDANCE / DROP OFF / PICK UP / EARLY DISMISSALS / LATE ARRIVALS:**

- AACPS has provided schedules for students in Grades K-2 and Grades 3-5. You can find these schedules on the AACPS website. *We anticipate each child's teacher providing a more detailed schedule at the beginning of the school year and ask for you to share any such communication with us by sending in a hard copy via your child's two-pocket folder.*
- Daily attendance will be taken by your child's elementary school teacher.
- In order to ensure that your child is logged in and ready to e-learn on time:
  - ◆ ALL students in Grades K-5 MUST be dropped off at BCA by 8:15 AM.
- If any child has to be late and/or picked up early for any reason, the time frame to do this is between 11:30 AM and 12:45 PM. Any such late arrivals or early dismissals MUST be communicated to the Main Office.
- ALL STUDENTS will be packed up and ready for pick up any time after 3:15 PM.
- Due to the fact that your child is attending our in-person Virtual Learning Program, we will be having our own "FRIENDS AND FUN TIME" daily and our e-learners will not participate in this optional activity on Tuesday/Thursday.

## **COMMUNICATION:**

- To help aid your child in virtual learning success, we ask that you share any communications regarding weekly/daily assignments from your child's teacher with us. As mentioned previously, we have provided a composition book and a two-pocket folder for each student to use in supporting this communication process. All written communication in this composition book and all hand-outs included in the folder will go directly to the staff member in charge of e-learning (BCA – Ms. Jen).
- Please complete the attachment and send in as soon as possible. This will be the first page in your child's composition book and will remain there for the duration of virtual learning.
- While our staff is in place to support your child during virtual learning, they do not replace your child's elementary school teacher. Any questions regarding your child's grades, assignments, academic progress or performance should be directed to your child's homeroom teacher.

We are all in this position due to the uncertainty of the COVID-19 pandemic. That being said, we have never offered a Virtual Learning Assistance Program before and will be learning as we go during this time period. We encourage all of our parents, staff members and students to be patient and honest with each other as we navigate through this process. Any and all questions regarding virtual learning can be noted directly in your child's communication composition book and/or e-mailed to Ms. Holly in the Main Office. We are looking forward to venturing on this virtual journey with your child!

*Please note that the MAIN OFFICE for both BCA & LTA is at LTA. The phone # for LTA is: 410-798-5128.*

This COMMUNICATION COMPOSITION BOOK belongs to:

\_\_\_\_\_  
(child's name)

Elementary School Name: \_\_\_\_\_

Elementary School Phone #: \_\_\_\_\_

Grade: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

Homeroom Teacher's E-mail Address: \_\_\_\_\_

*Primary Parent Contact Info. During E-Learning Day:*

Parent Name: \_\_\_\_\_

Parent Phone #: \_\_\_\_\_

Parent E-mail Address: \_\_\_\_\_

*Please circle/highlight your preferred method of communication:*

***phone call / text message / e-mail***

E-Learning Device Login Info (if necessary):

\_\_\_\_\_

Google Classroom Login Info:

USERNAME \_\_\_\_\_

PASSWORD \_\_\_\_\_

If your child will require different/additional login info. for any other apps/programs, please indicate below: