

BFS Virtual School Elementary Checklist



Thank you for partnering with BFS to provide an excellent education for your child. Starting on March 4, 2020 BFS will transition to an online learning environment. This will look different for each level of student. As your child teacher gets acquainted with the technology that will be used to deliver content and model lifelong learning, we ask that you work through the following checklist. This will help us ensure a smooth transition to online learning.

Before Tuesday, March 3rd 2020.

Getting ready to learn.

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- | | | |
|--------------------------|----|---|
| <input type="checkbox"/> | 01 | Electronic Device
Be sure your child has a device to use when speaking with their teacher. This can be a smartphone, laptop, desktop, or tablet but must have a camera and microphone. |
| <hr/> | | |
| <input type="checkbox"/> | 02 | Additional equipment
Consider purchasing headphones or earbuds with a microphone to minimize noise in the classroom. |
| <hr/> | | |
| <input type="checkbox"/> | 03 | Zoom video conferencing
Zoom is the system we have chosen for teachers to interact with their students. On March 3rd we will host an information session on Zoom. Please check your mails for the invitation. This invite will also guide you through the installation. Please, check that the Zoom App is installed on the device your child will be using.* |
| <hr/> | | |
| <input type="checkbox"/> | 04 | Test your home wifi
Run a test on your home wifi by conducting a video call with a family or friend. When you test, make sure that all devices that are usually online during a school day are also online. |
| <hr/> | | |
| <input type="checkbox"/> | 05 | Seesaw
On March 2nd or 3rd your teacher will send you an invitation link to join Seesaw (this is a new tool we are adopting K5-Grade 5 in order to better deliver online instruction). |
| <hr/> | | |
| <input type="checkbox"/> | 06 | Working Space
Provide your child(ren) with suitable learning space; a desk or table and a comfortable chair. If you have more than one child they will need to sit in different spaces. |
| <hr/> | | |
| <input type="checkbox"/> | 07 | Supplies
Gather a supply of paper, pencils, crayons, and markers. Have them available in your child's workspace. |
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* If needed, Here is a useful support article on Zoom installation:

<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>



08

Sleep

Help your child maintain regular sleep cycles to be prepared for school on March 4



09

Stay Connected

Please, continuously check your email for other grade-level specific instructions from your child's teacher.

Remember Renweb is a great resource for you to know what your child is learning.

Beginning Wednesday, March 4th 2020 Welcome to BFS Virtual School!



01

Morning Routine

Wake your child and feed them a good breakfast. Help them begin their day of learning by establishing a routine that helps them know they are in school.

We recommend students to dress as if they are going to attend a physical school. You can require BFS uniforms if you'd like, just remember Friday is "Free Dress Friday."



02

Content of Learning

Each day your child will have instruction in Reading, Writing, and Math from their classroom teacher. This will be found on Seesaw.

Once a week your child will have a lesson with their specialist teacher; Art, PE, Computer, Library, Science, Language, and Music, and this will also be available on Seesaw.



03

Face to face Meeting

Over the course of the week, your child will meet for at least 15 minutes of one-on-one video contact with their homeroom teacher. This will be on Zoom. A parent must be present during this conference.



04

Breaks

During the school day, establish breaks from the screen every 30 minutes. These breaks should last at least 10 minutes. If possible, have them engage in physical activities.



05

End of School Day

Set a time for the end of the school day. When the day is over, welcome your child home with a snack. This will help establish the beginning and end of the school day.

Ask your child questions about their school work. This is a great way to stay involved.

Remember, to ask specific questions when you are asking your child about their assignments.

Questions?

Contact the BFS helpdesk at vlsupport@bfs.or.kr





06

Homework

Set regular homework hours in the evening and help your child accomplish the learning that takes place outside the school day.



07

Communicate

Communicate with teachers and the school office about absences, and for assistance with any technology or learning-related issues your child encounters.



08

Stay safe!

As always, wash hands, stay safe, and stay positive.

Questions?

Contact the BFS helpdesk at vlsupport@bfs.or.kr

