

# Back-to-School Registration for BCS Students

## A Parent's Guide - 2011-12 School Year

We are excited to see all of our BCS families at the Back-to-School Registration on August 17<sup>th</sup> or 24<sup>th</sup>. **Please keep in mind that each BCS student should be registered on one of these dates.** At student registration, you will be able to turn in forms, obtain the student locker assignment, put money on lunch accounts, be included in the school directory, meet BCS administrators, talk to PTSA and Proud Dad representatives, and enter a drawing for free popcorn for the year. Registration is also a great time to reconnect with each other and to meet new families.

### **BCS Staff Contacts for Registration**

Adam Hartley, Principal: 248.203.4428, [ah07bps@birmingham.k12.mi.us](mailto:ah07bps@birmingham.k12.mi.us)

Nancy Best, BCS Secretary: 248.203.4426, [nb01bps@birmingham.k12.mi.us](mailto:nb01bps@birmingham.k12.mi.us)

Mary Baughman, Counseling Office Assistant: 248.203.4515, [mb08bps@birmingham.k12.mi.us](mailto:mb08bps@birmingham.k12.mi.us)

### **Registration Dates and Times**

- **All BCS students should be registered for the 11-12 school year prior to the start of school.** There will be NO REGISTRATION on the first day of school.
- **Student registration will be in the BCS cafeteria on Wed., August 17 and Wed., August 24 from 9am-12pm and 5-7 pm.** Families who register in the cafeteria can enter a drawing to win free popcorn for the school year for the BCS children in their family.
- Please follow this guide and *bring completed forms with you to BCS registration.*
- Student schedules will **not** be available at registration, but will be given to the students on the first day in their homeroom classes.
- Choice hour schedules will be posted on the choice hour board in the 300 hall during registration.

### **What if you are out-of town during registration?**

You may:

- ✓ Have a relative or a BCS family friend register your child(ren) on one of the registration dates.
- ✓ If it is not possible for your BCS student to be registered by you or your designate, please contact Nancy Best to make an appointment for another day prior to the start of school.

### **How does it all work?**

- Go to the BCS website, [www.bcsonline.info](http://www.bcsonline.info) and
  - mouse over the "Parent Resources" link at the top
  - click on REGISTRATION
  - follow this guide as you read important letters and complete forms online
  - **print the required number of copies**
  - **sign all copies of necessary forms**
  - **bring all forms with you to registration** – you pick the day/time that works for you
  -
- If you would like to complete the registration forms with a pen, please contact Nancy Best. She will mail registration forms to you or you can pick them up at BCS.

## **Residency**

If you have moved since the last school year, it will be necessary to submit additional documentation **prior to registration**. Please go to [www.birmingham.k12.mi.us](http://www.birmingham.k12.mi.us) and mouse over the *Prospective Families* link at the top. Click on *Enrollment Options*, then *BPS Enrollment Residency* to determine records that are required. Please note that the location to submit your documentation is dependent upon whether you own or lease. **Students cannot be registered until enrollment documentation is complete**. Only students who are residents of the Birmingham Public School District may attend Birmingham Covington School. The BCS contact for residency is Mary Baughman.

## **Lunch Service**

The cafeteria is open for full lunch service on the first day of school. Funds can be deposited to student lunch accounts during registration. Checks are made payable to BPS Lunch Program or you may use cash. Additionally, money can be put onto a lunch account through [www.mymealtime.com](http://www.mymealtime.com) for a fee.

Parents of students who are eligible for the Free or Reduced Lunch program should submit a completed application to Adam Hartley or the SODEXO office. Applications must be completed each school year and are available at BCS or [www.birmingham.k12.mi.us](http://www.birmingham.k12.mi.us) – scroll down the “Quicklinks”. All information is kept confidential.

## **Students and Families NEW to BCS**

- If the new BCS student is also new to Birmingham Public Schools, a certificate of immunization is required by the State of Michigan prior to the student’s first day of school. **Please provide your child’s immunization records at registration**. For immunization questions, please contact Mary Baughman.

## **Incoming 6<sup>th</sup> grade students**

- Michigan law requires the school district to assess the immunization records of all 6<sup>th</sup> grade students. **Please provide your child’s immunization records at registration**. For immunization questions, please contact Mary Baughman.

## **REGISTRATION PACKET ITEMS**

**Packet of Informational Items** – *important information for you to read.*

1. WELCOME BACK LETTER from Adam Hartley, Principal – *paper copy included*
2. PEANUT DIETARY RESTRICTIONS & ALLERGIES OR OTHER HEALTH CONCERNS LETTER – *paper copy included*
3. TRANSPORTATION LETTER regarding BCS Busses – *paper copy included*
4. MEAP LETTER from the BCS Counselors-*paper copy included*
5. BCS CALENDAR – *paper copy included*

## **Items required to be completed and TURNED IN AT REGISTRATION**

If an item says (download form), a paper copy is not included in this packet. You will use your computer to save the form to your computer, “fill in the blanks” on the form, save it, and then print it.

1. STUDENT ENROLLMENT SHEET – 1 form required for each student (download form)
  - *To update the student enrollment records.*

2. \_\_\_\_ **EMERGENCY INFORMATION FORM – 3 copies required for each student, please sign each copy** (download form)

3. \_\_\_\_ **TECHNOLOGY ACCEPTABLE USE – return 1 signature page for each student (pg.3)** – (download form)

- *The Technology Acceptable Use regulation and signature page has been updated and is required for a student to have technology privileges. A student and parent signature are required.*

4. **WELCOME BACK LETTER FROM PTSA CHAIRPERSONS** (paper copy provided)

\_\_\_\_ **PTSA CLEARINGHOUSE BACK-TO-SCHOOL RECEIPT – 1 receipt per family** (paper copy provided)

- *Voluntary payments for various items, such as direct donation, student planner, classroom dues, pay to participate for non-athletic teams, etc. Payments accepted by cash, check, Visa or Mastercard.*

5. \_\_\_\_ **BCS PROMISE TO PARTICIPATE – one form for each family** (paper copy provided)

- *PTSA is asking each parent/guardian to pledge to participate in at least one volunteer opportunity during the upcoming school year.*

**BCS PTSA STUDENT DIRECTORY AND EMAIL INFORMATION** (no form is needed)

- *Stop by the directory table to confirm your family information to be printed in the **BCS SCHOOL DIRECTORY** and the email address to be utilized by the PTSA for communication throughout the school year. **Each family MUST stop at this table to validate the printed information.** The PTSA uses a purchased software program to complete the directory.*

6. \_\_\_\_ **MEDIA RELEASE RESTRICTION FORM AND EXPLANATION OF FERPA** (paper copy provided)

- *Please return this form at registration if you do NOT want your child included in BCS, district or media publications. If you are uncertain, the district deadline to return the form is September 12, 2011.*

7. \_\_\_\_ **ICHAT VOLUNTEER CONSENT FORM** - (paper copy provided)

- *Each parent/guardian who will volunteer at BCS during the upcoming school year should complete a form. BCS will utilize the information for the sole purpose of obtaining a conviction only criminal history file search. Examples of volunteers subject to ICHAT include (but are not limited to): bagel sellers, popcorn sellers, office volunteers, media center volunteers, room parents, swim moms, field trip drivers, field trip chaperones, coaches of proud dad sports programs, and parents who assist sports coaches.*

### **STUDENTS REQUIRING MEDICATION**

This section applies if a student requires medications to be administered during the school day, including daily medications, occasional medications, or emergency medications due to a medical condition. ***Please bring all required forms AND medication to registration.*** Forms cannot be accepted without medication and medication cannot be accepted without forms.

**GUIDELINES FOR STUDENT MEDICATIONS AT BCS** (read this document online)

8. \_\_\_\_ **PERMISSION TO ADMINISTER MEDICATION FORM** – (download form or contact Nancy Best)

- *Completed and signed by the student's physician and parent for prescription medications. Completed by the parent only for over the counter medications (ie: Ibuprofen and Tylenol).*

9. \_\_\_\_ **CARE PLANS** – (download appropriate CARE PLAN or request a double sided copy from Nancy Best)

- *A CARE PLAN provides instructions to school personnel for daily and emergency management of a child's for the following medical conditions: Asthma, Diabetes, Severe Allergy, Seizure Disorder, and Insect Stings. If your child has one of these medical conditions a CARE PLAN is required to completed and signed by the parent AND the student's physician.*

**STUDENTS PLANING TO PARTICIPATE IN INTERSCHOLASTIC SPORTS -Grades 6-8 only** (complete online)

If your 6-8<sup>th</sup> grader wants to participate in BCS Interscholastic Sports, the completion of all athletic forms is required prior to the start of the first practice. Per district policy, students will sit-out until all forms and fees are submitted to the BCS Athletic Director. BCS utilizes an online registration process for athletics, including payment of the \$120 fee. Middle school fall registration will open on Monday, August 15. Fall sports are boys soccer (7<sup>th</sup> & 8<sup>th</sup> grade), girls basketball (7<sup>th</sup> & 8<sup>th</sup> grade), and cross country for boys and girls (6<sup>th</sup> – 8<sup>th</sup> grades).

**10. \_\_\_\_\_ HEALTH APPRAISAL** - 1 form required (download form at REGISTRATION link)

- *Physical evaluation must be after April 15, 2011 and signed by the student's physician. A parent/guardian must complete and sign the Health History section of the form.*

**STUDENTS PLANING TO PARTICIPATE IN SNOW CLUB**

Snow Club starts in December and details will be provided at a later time; however, physical evaluations are required. We suggest getting a physical done before the season starts as appointments may not be available.

**10. \_\_\_\_\_ HEALTH APPRAISAL** - 1 form required (download form at REGISTRATION link)

- *Physical evaluation must be after April 15, 2011 and signed by the student's physician. A parent/guardian must complete and sign the Health History section of the form. The physical evaluation must be on file PRIOR to the start of the Snow Club.*

**STUDENTS PLANING TO PARTICIPATE IN PROUD DADS SPORTS (all grades)**

- Proud Dads offers a wide variety of sports programs throughout the year, which can be viewed at the BCS website, [www.bcsonline.info](http://www.bcsonline.info) . Flyers will be emailed before the start of each program for sign-up.

**11. \_\_\_\_\_ STUDENT ATHLETIC PARTICIPATION AND PARENTAL APPROVAL FORM FOR PROUD DADS** –1 form required per YEAR

**STUDENTS NEEDING KIDS' CLUB SERVICES**

- *Kids Club is a licensed program offering after school care (4:05 – 6:00PM) for BCS students.*

**WELCOME TO KIDS' CLUB LETTER** (read this online)

**BCS KIDS CLUB POLICIES AND PROCEDURES** (read this online)

**12. \_\_\_\_\_ REQUIRED INFORMATION FOR BCS KIDS' CLUB** – 1 form required for each student (download form)