



EAGLE MOUNTAIN MIDDLE FEES & FORMS

September 2018

Dear Parent/Guardian,

At the beginning of each year there are a number of start-up fees and forms that we need your help to complete and return as soon as possible. We thank you in advance for reading through this carefully and completing the applicable information.

FEES:

1. **Activity Fee** – A district approved middle school activity fee in the amount of **\$35.00 is now due**. Student activity fees support student spirit activities and incentives, celebrations, team shirts, pay for locks, and extraordinary exploratory course expenses.
2. **Emergency Preparedness Fee** – This is an optional **one-time fee** in the amount of **\$5.00** to help purchase emergency supplies for our students as recommended by the PAC. As a fairly new school, we started without any emergency supplies, but with your help, we will be able to continue collecting provisions to prepare for an emergency. ***This year we are only asking incoming grade 6 students, and new grade 7 and 8 students for this \$5.00.***

Note: These fees do not include the cost of yearbook; they will be sold later in the Fall. Also, students participating in athletics or clubs this year will be given information about Athletic/Clubs fees later in the Fall.

Please make payments online (to pay online go to:

www.sd43.bc.ca/school/EagleMountain/Parents/Forms/Pages/default.aspx, click on online payments, take a few minutes to **register (note that it is required that all students are registered for online payments and some forms)** if you have not done that, add your child to the newly created account, review and make the purchases as they become available.) School cash online generates their own receipt. ***Also, this year School Policy Form, Volunteer Form and Driver Volunteer Form will be on the same online site as the payments.***

All future field trip payments and permission forms will be online starting this year. If you receive a reminder from our system, please do not ignore it. It means that your payment(s) did not go through or that the payment(s) is still owing. Anyone finding any fee a personal financial hardship should contact the Principal, Mr. Macmillan by email.

FORMS:

This year we are using **e-forms** to collect almost all the information we need about your child to allow us to start the year safely and smoothly. In these first few days we would like to take photos of the students interacting and learning, these photos can then become part of our year end slide show. Teachers will want to take the students to explore our natural surroundings in the forest and immediate community as part of their learning, and they have already begun to plan for team field trips to start off the year together and build community. These activities are only possible with the proper permissions.

All other forms can be completed by accessing our school webpage and clicking on the **e-forms link** at www.sd43.bc.ca/school/EagleMountain/Parents/Forms/Pages/default.aspx. Make sure to click **SUBMIT** to complete the forms as soon as possible. The attached checklist will help you keep track of the forms and payments submitted to the school.

Here are the REQUIRED e-forms:

Forms/Policies:	All students	Student Policies and Permissions Form – read the various policies and guidelines and discuss with your child. In this section there are a number of requested permission that are very important to how we operate as a middle school. School Notices; Release of Student Photographs and Video Parental Consent; Walking Field Trip Permission Form; Social Media Consent; as well as the District required School Policies section. <i>See above to access this form.</i>
Emergency Release:	Grade 6 Students AND Students New to Eagle Mountain	Student Emergency Release and Verification Forms – These forms are kept in a portable filing system in the office so they may be taken out of the school in case of a school emergency which requires evacuation of the buildings (earthquake, fire, etc.). They are also referred to in the case of an emergency pertaining to an individual student. Once online e-form is completed, we will send verification forms home for checking. <i>See above to access this form.</i>
	Grade 7 and 8 Students that attended EM last year	Student Emergency Release and Verification Forms. We are not asking returning students to complete the Emergency Release E-form. In the coming days we will send home your completed form from last year. We ask that you initial any changes you make to the form (please check thoroughly). When you receive a blank form, it means that a form was not submitted last year. Please fill-in or make changes and return to the school with your child.

Additionally, you will find the following OPTIONAL e-form:

- **Medical Alert Form** –To be completed ONLY if your child has a medical condition the school must be aware of. All student medication must be stored in the office.

If you have any trouble accessing or completing any of the e-forms, please contact the office at (604)469-1133 or e-mail to eaglemountainsecretary@sd43.bc.ca. Thank you for your assistance with these items. It helps the school keep the safety of children a top priority if these forms are completed as soon as possible.



September 2018

Dear Families,

Please follow the instructions for fees and forms from the letter.

This form can be used as a checklist.

- Student Information Verification Form** - will be sent in October, 2018. Please review the form, indicate any changes in red, sign (the back) and return. This verifies that the information in our student database is accurate.
- SD43 Student Identification Emergency Release Form.** - this form is essential in case of any emergency situation. The information should be updated yearly to ensure that contacts are still in place. (see letter).
- School Policy Form** - (see letter).
- Medical Alert** - complete this fillable form **ONLY** if your child suffers from a medical condition the school must be aware of. If you complete this form online, you will have to print it out and deliver it to the school office. This form needs to be completed annually.
- Volunteer Application (Optional)** - if you think you may be volunteering at our school (e.g. in class or events). This form is required **once at each school level** for all parent volunteers**. (see letter).

If you are wishing to volunteer at the school **you will also require a Criminal Record Check** from the RCMP or city police. Once completed the CRC is good for five years. A letter to waive the fee can be picked up at the school.

- Volunteer Driver Application (Optional)** - if you think you may be driving for *school field trips or events*. This form is required **each school year** for all parent drivers**.

If you are planning on driving for school field trips we require a copy of your driver's abstract from ICBC. You can get the abstract by calling (604)661-2800 or online. Please drop off, email a copy, or fax it to the school at (604)937-8065. Driver's Abstracts are valid for one year.

- Student Planners** - will go on sale starting Tuesday, September 11, 2018 from Ms. Abram, Youth Worker for \$5.00.

Most of our payments will be available on-line this year. This is the preferred method to ensure all payments can be made in a convenient and timely manner. If you have not registered yet, please check the website under Quick Links – Online Payments.

Thank you for your cooperation,

Darren Macmillan
Principal