



## **IMPORTANT SCHOOL START UP INFORMATION FOR PARENTS**

**E-FORMS** - Again this year, Maillard along with many other schools in our District will be using on-line E-forms. Most of the paperwork required during the start up of any school year can now be found on-line by clicking on the "Parent E-Forms" link on our school page <http://www.sd43.bc.ca/school/maillard/Pages/default.aspx> under Quick Links>Parent e-Forms. ->**The e-forms will be open for you to complete once students are in their Homerooms.**<-

- 1) **School Policy Form:** ***It is important to enter the correct information for the current school year to help us find this completed form.*** You will need your child's classroom teacher's name & Division # to complete this form. This form will ask your permission for things such as, if you approve your child to have their photo included in various school materials (should there be any in the school year), neighbourhood walking fieldtrips, and also **\*VERY IMPORTANT\*** if you wish to receive e-newsletters and e-notices during the school year. If you request this, you will need to provide the email address(es)! Please use a semi-colon (;) between addresses if there is more than 1 email address to use for e-newsletters.
  
- 2) **Medical Alert Form:** If your child has a medical alert that we need to keep on file, please complete this form, print it and submit to the school office as soon as possible. There is a new school district policy that if you require medication to be kept at the school and administered to your child for their medical condition, the Request for Administration of Medication section will need to be completed **AND** a Physician's Note will need to accompany this form when submitted to the office, along with the medication. Note: this will need to be done for all types of medication including Tylenol or Advil, Ventolin, etc. Please ensure the medication being left at the school office will not expire within the school year, has the appropriate measuring tool (medicine cup with dosage noted) and in a large Ziploc bag labelled with your child's First & Last name in black sharpie.
  
- 3) **Privately Owned Devices:** Should you be allowing your child(ren) to use their own privately owned devices at the school for classroom use, you will need to complete this e-form and provide as much detail regarding their device(s). **Each device** will need a separate form completed. Your child will require this form to be completed to access the school WiFi. **\*\*See the Bring Your Own Device Guide information included in our Welcome Email or check our website.\***
  
- 4) **Parent Volunteer Forms (optional):** On occasion, your child's classroom teacher may require parent volunteers for a fieldtrip in order for the fieldtrip to take place. Also, parents may be asked to help with driving for various extra-curricular school events ie. sporting event, Club Events, etc. **To avoid delays in becoming an approved parent volunteer, please ensure all forms are completed and submitted to the office early in the school year.**
  - ✓ Volunteer Application
  - ✓ Driver Application/Certification (which includes providing the school with your ICBC abstract)
  - ✓ Criminal Record Check (valid for 5 years). A fee waiver form is available for you to bring to the local Coquitlam RCMP detachment.

**NOTE:** all parent volunteer forms need to be completed for every school year, except for your CRC. Your criminal record check is valid for 5 years. If you have submitted one to another school **within School District 43** last school year and it is still valid, you can get a copy of this and bring it to our school office. If you have submitted one to the Maillard School office last year, please check at the office if it is still valid.

**\*Without these completed forms you are still able to drive your own child; however, you cannot drive a group of students.\***

## **MANDATORY FORMS** to be completed.

(The following forms below will be sent home **by paper in early September.**)

- **Student Verification Form:** This is a paper form that is printed from our student system (MyEdBC) with all of the information from the previous school year, which is sent home for *your verification*. Parents are asked to carefully review the information and make any changes or additions in **RED ink** if at all possible.
  - **If there is an address change**, you will need to provide one piece of documentation that *notes the new address* (accepted documentation with the new address: property purchase agreement, tenancy agreement, a utility bill, BC Vehicle Registration, Canadian Credit Card statement or Bank account statement, or a pay stub).
  - **If there is a change to guardianship**, a Custody Order will need to be provided.
  - If there is a change to citizenship, Proof of Citizenship (ie. Canadian Passport, PR Card, or Citizenship Card) will need to be provided ***for both*** parent & student.
  - **At any time of the school year**, please make sure that you inform the school office if you change your home address or telephone numbers (home phone or cell phone). This updated information is valuable as it is used for attendance and emergency purposes.
- **Emergency Release Form:** This is to be completed by paper only. This form will be distributed to students along with the above Student Verification Form. Most of the information that is provided in the Verification Form will also be required on the yellow Emergency Release Form, however **we need this form to be completed separately as it is stored in a specific E-Prep area**. PLEASE DO NOT WRITE "SEE VERIFICATION FORM" on this form as in an emergency we may not have time to go searching through various student verification forms.

Note: this form asks who is able to pick up your child in the event of an emergency. This can be different from those that you have listed as an alternate contact on the Student Verification Form. In a real emergency, roads may be inaccessible to drive on so only those who are able to walk the distance to our school would be able to pick up your child. While most of us do not like to think that there is a possibility of an emergency situation, the school would like to be as prepared as possible to ensure all students are safely released to an appointed emergency contact.

**\*\*Students' online accessibility and library use will be delayed until the necessary e-Forms and mandatory forms are completed.**

**FEES-** Most of Maillard families have signed up for the new School Cash On-Line payment system and can make payments for any fees using this program. If you have not had a chance to do so, please go to our school website and go to the Quick Links section and click on "Online Payments". Follow the instructions to set up your account. . Fieldtrips & other fees will also be set up to make payments using this program as they arise throughout the school year. It's a great way to ensure payments are made direct to the school without the potential of losing cash or cheques!! The school start up fees listed below will be loaded for you to make your payments soon

- **A \$35 Student Activity Fee** is payable by each student. Activity fees support school wide activities for students, such as student leadership events, clubs, cultural performances and special event celebrations. The activity fee also supports the purchase of student planners and computer related materials. Student activity fees are common to all middle schools and are approved by the Board of Education.
- **A \$20 One Time Athletic Fee (optional)** is payable by all students participating in any athletics at any time throughout the year. This fee goes to support purchase of up to date athletic equipment, uniforms, transportation costs, and many other items related to supporting athletics at Maillard Middle. Athletic fees will be collected at the beginning of the year.
- **School yearbooks (optional)**. A yearbook highlights the major events of the year and includes photographs of individuals, clubs and teams. **The cost is \$35** and they are **pre-ordered** from the months of September to December. The **Student Activity Fee** must be paid before a yearbook can be purchased and all outstanding payments to the school must be honoured before the yearbook is distributed at the end of the school year. Although we always order a few "extras", we cannot guarantee that one can be purchased in June. Please ensure that you **pre-order** to avoid any disappointments at the end of the year.

**Any concerns regarding fee payment can be addressed directly through our Principal Mr. McCutcheon at [tmccutcheon@sd43.bc.ca](mailto:tmccutcheon@sd43.bc.ca).**