**Riverview Park Elementary School**700 Clearwater Way, Coquitlam, BC, V3C 6A3
Phone: 604-945-7004

***In learning and in life, we at Riverview Park are responsible, kind, and curious.***

Dear Parents/Guardians,

To those families who are new to Riverview Park Elementary, we welcome you to the RVP Community. To our returning families, welcome back to another year!

Please take a few minutes to review this important start-up information to help us get organized for the new school year. I know that September is an incredibly busy month for families as holidays are over and everyone is returning to a new routine, with school, work, after school activities, etc. I know that this adds to your to-do list at a very busy time, but we really appreciate your attention to these important start-up items.

**Paper Forms**The start of a new school year requires us to collect important information early in the year. Please note that there are 2 forms included in this package which require a signature and need to be returned to the school as soon as possible.

* **Student Verification Form:** The form included in this envelope was printed in June and contains last year’s information. We need to verify that the information on it has not changed. Please check it over to make sure that the information is accurate; please make any necessary changes directly on the form. If no changes are required, please return the form as is.
* **Student Identification Emergency Release Form:** This form contains the critical information that we will require in the event of an evacuation from the school building during an emergency, such as a fire or earthquake. Please return the completed form as soon as possible.

*\*\*\* Please Note: Currently, our earthquake supplies are being stored inside the school building in various locations. In order to consolidate our supplies and move them to a safer location outside the building, we are in the process of purchasing a heavy-duty exterior storage bin. In order to fund this* ***one-time expense****, we are asking families to contribute $10 per child for this year only; a portion of this fee will also ensure that we can maintain our non-perishable food and drink rations and maintain other required supplies (flashlights, tarps, first aid supplies, etc.). Please let me know if you have any questions or concerns regarding this request.*

**On-Line Forms**The **School Policies Form** is available on-line and is a required form for all families. You can find this form on our school website under the ‘Quick Links’ section, ‘Parent eForms’.

There are other forms that are optional. Please look at these forms, fill out any that pertain to you, and return them to the school as soon as possible.

**School Fee Collection**As in previous years, we wish to be able to have all fee collection throughout the school year done through our on-line system, School Cash Online (i. e., planners, school supplies, field trips, etc.).

For returning students, you would already have an existing account from previous years. For new students, you must create an account. The process is as follows:

1. Go to <https://sd43.schoolcashonline.com>

2. Click on ‘Register’

3. Create your account as follows:

* Enter first and last name (must be your child’s legal name); click ‘Continue’
* Enter fields: address, phone number, e-mail address; click ‘Continue’
* Choose a password and security question
* Make sure to ‘OPT IN’ to receiving e-mail notifications for updated school information

Thank you for taking the time to create an account!

**School Planners**
School planners will once again be provided to students in Grades 1-5 at a cost of $10. There is important information in the introductory pages of your child’s planner. Please take the time to familiarize yourselves with the structures and procedures of Riverview Park Elementary. Please review this information with your children as well.

**School Supplies**As a school, we purchase all the school supplies that will be needed for students in all grades. Once all the supplies have come in, we will determine the cost and let you know what it will be. This will be the third year that we have undertaken this process, in an effort to reduce the cost of supplies and to ensure all students have the required supplies.

If you have any questions or require clarification about any of the forms or fees outlined in this letter, please call our office at 604-945-7004. I look forward to a great 2019-2020 school year!

Warmest regards,

Mrs. Anita Young
Principal, Riverview Park Elementary