



Birchland Elementary School

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Mr. Frank Pearse, *Principal*

REGISTRATION AND FIRST WEEK of SEPTEMBER START-UP (2012-13)

Dear Parents and Students:

We trust that you will enjoy a safe and relaxing summer break. For those students who are leaving us, we bid a fond farewell and encourage you to keep in touch with us once you get settled into your new community!

For those who will be returning to us in September, please note the following information:

REGISTRATION DAY – begins at 8:55am on Tuesday, September 4th. **RETURNING STUDENTS** (Grades 1-5) will “check in” at the locations designated for their **GRADE LEVEL** that day. Please check the signage that will be posted on the exterior of the building that morning to determine where your child should be that morning. In most cases, they will be registering with the same teacher that they are completing this year with. *Please note that students will only be staying at school until approximately 9:40am on this day.*

NEW KINDERGARTEN STUDENTS – will meet in the front foyer area. It is not necessary for them to stay after they have completed the “check-in” process.

NEW STUDENTS (Grades 1-5) TO BIRCHLAND who have PRE-REGISTERED – will meet in the Library and enjoy a tour of the school. They will also be dismissed at 9:40am that day.

NEW STUDENTS TO BIRCHLAND WHO HAVE NOT PRE_REGISTERED (Grades K-5) – are invited to come to the office (please remember to bring your child’s birth certificate, your birth certificate and proof of residency) to complete the registration process.

WEDNESDAY, SEPTEMBER 5th to FRIDAY, SEPTEMBER 7th, 2012

In order to work through the school organization process and strategically set up our classes for the new year, we will be in a “temporary holding pattern” for the remainder of the first week of school. Please note the following chart:

LAST YEAR' TEACHER	OPENING WEEK TEACHER	ROOM LOCATION
Mrs. Baruffa	Mrs. Van Straten, Mrs. Rutherford & Mrs. Snowden	117 / Library (TBA)
Mrs. Rutherford	Mrs. Odberg	133
Ms. Kissinger	Mrs. Lloyd	132
Mrs. Odberg	Mrs. Miyanaga	135
Mr. Miyanaga	Mrs. Quarin	136
Mrs. Quarin	Mr. Sung	137
Mr. Sung	Mr. Cummings	134
Mr. Cummings	Mr. Cummings	134

MONDAY, SEPTEMBER 10th, 2012

It is our intention to be able to organize our students into their class groupings by Monday, September 10th. Please note that this is very much contingent on our registration numbers being close to our projected numbers. This is the reason that we encourage all parents to openly communicate with us ahead of Registration Week about their plans to join or to leave our neighborhood. Good planning leads to a smoother transition for all of our young learners.

We will confirm by Friday, September 7th whether or not we will proceed with class organizations for the following Monday. If so, please note the following “PICK-UP” locations for each grade level for the end of Monday’s school day (you will not necessarily know where to find your child if they have been relocated to a different classroom than they were temporarily in for the first week).

GRADE ONE / TWO / THREE	Front Foyer area – in front of main office
GRADE FOUR / FIVE	Covered area outside gym – east side of school
****KINDERGARTEN STUDENTS WILL HAVE THEIR PLACEMENTS CONFIRMED IN THE FIRST WEEK, SO THEY WILL NOT BE RELOCATING. ****	

Have a fantastic summer! We look forward to seeing you on September 4th, 2012! ☺

Sincerely,



Mr. Frank Pearse
Principal