



SAMUEL BRIGHOUSE ELEMENTARY

6800 Azure Road Richmond, BC V7G 2S8

Kathy Pantaleo: Principal

Leah Scharf: Vice-Principal

September 2023

Dear Parents/Guardians:

Attached is a large package of information and forms. We ask your assistance by completing the following forms and paying fees online **as soon as possible**.

Student Verification Form (blue)

IMPORTANT – Please review the information on this form and make any necessary changes. If you have moved (please request a “Change of Residence” form from the office; proof of address will be required) or have changed phone numbers, please print your new information directly on the form. **Also, please check your emails, alternate/emergency contact names and phone numbers for accuracy. These numbers are important to add in case of an emergency. Please list any new allergies or other medical issues as well.**

Please **SIGN** the form at the *bottom of the second page*.

SA-53 – Use of Personal Information/Responsible Technology Use (pink)

Please read the “Responsible Technology Use” pamphlet and discuss with your child. Complete both sides of the pink sheet, paying special attention to Section 2. **The school’s primary method of communication will be by email.**

Remember to **SIGN** the form at the *bottom of the second page*.

Walking Field Trip Letter and Consent Form (yellow)

Please read the cover letter, then complete and **SIGN** the consent form. Please discuss the Code of Conduct expectations with your child, and if your child is in Grades 4, 7, **have your child also SIGN** the back of the form.

School Cash Online (white)

The Richmond School District uses an online fee payment system which allows parents to pay online for school supplies, field trips and other school-related items. For safety and efficiency reasons, the School District has implemented this service to reduce the amount of cash and cheques coming into our schools. If you have not yet registered for School Cash Online, the instructions are attached. **Please sign up as soon as possible by going to our school website: <http://brighthouse.sd38.bc.ca> and clicking on “School Cash Online – Register Now.”** You will need your child’s pupil number to register (this can be found at the top of the attached Verification Form).

Basic School Supplies Fees, Agendas & Cooking Fee

The School District makes bulk purchases of student school supplies. This is not a “school fee” but rather a convenient and less expensive way of purchasing school supplies for your children. A \$33 fee covers the cost of exercise books, scrapbooks, crayons, duotangs, erasers, pencils, folders, blue, lined paper, pens, & a ruler for each student for the year.

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If you don't know your child's division number, please look at the Verification Sheet attached. The homeroom is listed at the top of the sheet beside the pupil number.

Please go to <https://richmondsd38.schoolcashonline.com/> to make school payments.

Child's Name: _____ Div. _____

- I have paid the \$33.00 Basic School Supplies fees.
- I have paid the \$6.00 Student Planner (Agenda) fee (Divisions 2, Division 5 to 24, Division 26)
- I have paid the \$20.00 Cooking & Baking Program fee (Division 25, 26 and 28 only).
- Online Payment Receipt #: _____

Please contact Kathy Pantaleo (kpantaleo@sd38.bc.ca) if financial assistance is needed.

PLEASE RETURN THESE FORMS TO YOUR CLASSROOM TEACHER BY FRIDAY, OCTOBER 3, 2023

Thank you for your prompt return of these fees and forms.

Sincerely,

Ms. Kathy Pantaleo
Principal

Ms. Leah Scharf
Vice-Principal