

August, 2013.

PARENT INFORMATION PACKAGE

Dear Parents / Guardians,

Welcome to another exciting school year! In this introductory package you will find a few forms that need to be completed and returned to school during the first week along with a list of supplies your child needs to be successful in our class. Without these forms and supplies, we cannot plan an educational program that meets your son/daughter's individual learning styles and needs. **Please mark September 18th, 2013 at 6 p.m. on your calendar as we will be hosting an important parent information session in room 108.**

As you are aware, the focus of the B.A.S.E.S. program is **Building Academic, Social and Employability Skills**. What this means is that we focus on functional academics, direct instruction in social skill development and maintain a strong emphasis on transition to adulthood through work experience and customized employment. The ultimate goal is to maximize each student's individual potential for independence. This curricular emphasis aligns our program with District and Ministry expectations for secondary resource programs.

We recognize that September is a busy time of year and we want to maximize your child's opportunity for success. For our new students in grade 8, please make every effort to attend the orientation on August 27th (more information to follow this summer). Once students are settled and we have established a routine, grade 8 parents will be contacted to meet and collaboratively create an IEP. This coming year Mr. Macknee will be taking a leave of absence from Sept – May. His position will be filled in August and for those students on his caseload, parents will be contacted soon by our new teacher. In the meantime, please email Ms. Montgomery if you have any questions.

Thank you for taking the time to read this letter. If you have any questions, and **for a quicker response, our preferred method of communication between home and school is via e mail.** Please email montgomery_s@surreyschools.ca. In efforts to maintain open communication between home and school, if you call, please ask to speak directly with us, or leave a voice mail message. Ms. Montgomery can be reached at 604-576-4138, ext. 250 before school or at lunch. If you do plan on coming to see us, you must call ahead and check in at the office when you arrive. We cannot accommodate drop in visits as this takes time away from teaching. You can also follow our class on our blog at www.chsbases.blogspot.com

Sincerely,

Sheri Montgomery

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AGENDA and CLASSROOM SUPPLIES

At Clayton Heights, all students are given an agenda at the beginning of the school year. We are encouraging our students to use some sort of agenda on a DAILY basis whether it is on an ipod, ipad, Iphone etc. or using the one the school provides. These agendas are meant to provide valuable information and advice to our students as well as the promotion of organizational skills, responsibility and communication with you at home. **We will be using the agenda as an instructional tool to teach about setting personal goals. Therefore students need to take their agendas home each day to be signed or viewed by a parent/guardian.**

STUDENT SUPPLIES for our success in our class

- ** a memory stick to save work on (please attach to a shoe string)** **IMPORTANT!**
- 1 ½ inch binder (preferably no zippers (this item is needed for NEW students)
- 2 packages of dividers (NEW students only)
- lined paper
- 1 box of HB pencils
- 2 large white erasers
- 2 blue and 2 black pens
- 3 large glue sticks
- 1 correction tape/fluid
- Two boxes of kleenex – self explanatory
- 2 Fine point tip Sharpie black markers
- 2 Medium tip Sharpie markers
- if your child uses headphones to work independently, he/she is responsible for them, please purchase a set to keep in locker
- for NEW students, please bring \$2.00 for a specific 3 hole zippered pencil case that we will purchase and have found is the best way for students to keep organized.

Our limited budget does NOT enable us to purchase student supplies. These supplies will enable your son/daughter to be prepared, organized, and successful in our classroom this year and organization and agenda use will be an IEP objective. This is a necessary lifeskill that we all rely on to keep organized. These supplies are separate from any supplies that are needed for other classes.

If you have any questions about the agenda or list of supplies that are required for our classroom, please do not hesitate to contact us. Thank you and we look forward to your support.

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STUDENT INFORMATION -2013/14

*please complete the following information. This is important information for us to have on file. Thank you.

LAST NAME: _____

FIRST NAME: _____

(preferred name if different than given name)

CARE CARD #: _____

BIRTHDATE: ____/____/____

(year/month/day)

Mother / Guardian Name: _____

(first and last)

Father / Guardian Name: _____

(first and last)

HOME ADDRESS:

House # and street _____

City: _____

Postal Code _____

HOME PHONE NUMBER: _____

**EMAIL ADDRESS: _____

(**this is our primary source for communication with home!
Ensure the office has it as well and you will be well informed)

MOTHER CELL: _____ WORK #: _____

FATHER CELL: _____ WORK #: _____

EMERGENCY CONTACT:

Name: _____

Relation: _____

Phone Number(s): _____

FAMILY DOCTOR: _____

phone #: _____

ALLERGIES: _____

*SOCIAL WORKER: _____

Contact #: _____

*If this pertains to your child

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FIELD TRIP – COMMUNITY OUTINGS

As part of our program this year, we will be going on trips into the community. We will be either walking, taking public transit, or students will be driven by staff members. The community outings may be to local grocery stores, libraries, swimming, Surrey Memorial Youth Clinic (in grade 10 for sexual health and as an extension of Planning 10 class), colleges and universities, bowling or any other place we deem as suitable for our students. If you have any questions or concerns about any of the above mentioned field trips, please contact us immediately.

Ms. Montgomery
Mr. MacKnee

Please fill-in and return the permission form below

PARTICIPATION PERMISSION AND GUARDIANSHIP APPOINTMENT FORM

_____ is hereby given permission to participate in the community outings this semester under the care / control of:

Sheri Montgomery, teachers & support staff who are appointed guardians of the above-mentioned pupil for the duration of this trip

Signed at Surrey, B.C this ____ day of _____, _____.
(month)
(year)

(Signature of Parent / Guardian)

The importance of obtaining

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B.C.I.D. and a S.I.N. card for your child

Please do not delay in obtaining B.C.I.D. or a S.I.N. card for your child. This is especially important if your son/daughter will not be obtaining a Driver's License at age 16 (for B.C.I.D.).

As a legal form of identification, this is different than a passport and will permit access to a variety of services / establishments where you would normally present a valid driver's license. Most important, it is needed to access Persons with Disability benefits (PWD) for your child starting at age 17.5 years. In order for us to support your son/daughter in accessing these services and assisting in the transition process (beginning in grade 10) this is crucial to your child's educational programming.

The acquisition of this form of identification must be done in person at a driver services branch and for children under the age of 19, they require a parent / guardian signature.

A convenient location to apply for B.C.I.D. is:
Cloverdale Licensing Centre
102-17700 56th Avenue
Surrey BC 604-661-2255

Hours of operation are Monday - Saturday