

Wednesday, August 1, 2018

**Dear BCIS Parents and Guardians,**

We are very honored that you have selected BCIS as your child's school and we look forward to working with you! To our returning families, thank you for your support and a warm welcome to our new families. We look forward to working with you to offer your child an excellent education in a loving and nurturing environment.

Our school year commences for all students from grades 1-12 on **Wednesday, August 8, 2018**.

Students are to come to the **main foyer of BCIS on the second floor for 8:00**, where they will meet their homeroom teacher.

Here are a few information items concerning the first day at school.

- For those who are bused to school, the bus pick-up time will be either texted or emailed to the contact you provided 2 days prior to the first day of school.
- For families who are dropping children off and for older students on bikes of any kind, a reminder that CISS students are expected to wear helmets. Since Wednesday is also the first day of school for CIS we know the neighbourhood streets will be busy. Please pay careful attention to our security guards as they direct the traffic pattern.
- **Class Lists** will be posted on the school website, <http://www.cis.edu.vn> on Tuesday, August 7<sup>th</sup>
- To prepare for the school activities, the homeroom teacher would like to recommend some school supplies that will be used during the school year:
  - 1. Essential stationery with name tag: pen, pencil, pencil case, mini whiteboard, markers, coloured – pencils (crayons, watercolours), scissors, color paper, dry glue, folders (3), backpack ...
  - 2. Blanket and pillow (grade 1), toothbrush, plastic cup, water bottle with name tag.
- Please bring back to the homeroom teacher the textbooks that the school provided.
- We do not encourage students in Grade 1 through Grade 5 to bring technological devices to school. We ask that no Crocs or flip flops be worn on your child's feet as these pose safety concerns during PE. Running shoes are strongly recommended for school.
- If your son/daughter does not have meal plan at school, please prepare snack for him/her beforehand.

**School contacts: For inquiries about:**

- Transportation please contact: [schoolbus@cis.edu.vn](mailto:schoolbus@cis.edu.vn) - Phone: (028) 54.123.444 (ext: 1150)
- Food plans please contact: [schoolmeal@cis.edu.vn](mailto:schoolmeal@cis.edu.vn) - Phone: (028) 5414 5678 - Hotline: 0902 388 790
- Accounts please contact: Ms. Dang- [dang.nguyen@cis.edu.vn](mailto:dang.nguyen@cis.edu.vn) - Phone: (028) 54.123.444 (ext: 4108)
- ASO Elementary please contact: [academic.elementary@teacher.bcis.edu.vn](mailto:academic.elementary@teacher.bcis.edu.vn) - Phone: (028) 54 112 112 (ext: 1101)
- ASO Secondary please contact: [academic.secondary@teacher.bcis.edu.vn](mailto:academic.secondary@teacher.bcis.edu.vn) - Phone: (028) 54 112 112 (ext: 2417)
- Nurse please contact: Ms. Tuyet - [tuyet.dang@bcis.edu.vn](mailto:tuyet.dang@bcis.edu.vn) - Phone: (028) 54 112 112 (ext: 2102)

We look forward to working with you!

*Principal*

**Bonnie Thibodeau**

*Vice Principal*

**Hilarion Melansion**

*Vice Principal*

**Tran Nhat Quynh**

**The BCIS meet the teacher event will be Saturday, August 25, 2018 from 8:30-12:00. This will be a great opportunity to meet your child's teachers and to learn about classroom expectations.**



**Mr. Sy Nguyen**  
BCIS Secondary Vice-Principal

**Ms. Bonnie Thibodeau**  
BCIS Principal

**Ms. Quynh Tran**  
BCIS Elementary Vice-Principal

**Mr. Hilarion**  
BCIS Vice-Principal



**Ms. Nancy Do**  
Assistant to BCIS Principal

**Ms. Tien Nguyen**  
Elementary Academic Services  
Officer

**Ms. Huyen Phan**  
Elementary Academic Services  
Officer

**Ms. Thao Pham**  
Secondary Academic Services  
Officer

**Mr. Tuan Mai**  
Secondary Academic Services  
Officer