

July 8, 2011



Dear TBS families,

In years past, families who have enrolled in TBS have filled out registration forms in time-honored – and laborious – fashion: one form per child, hand-written, received in the mail and returned to school.

Last summer, we streamlined the process, making it possible for families to fill out and sign non-governmental enrollment forms online. However, under both systems, each family had to fill out each form anew, from year to year – even if very little information had changed. To us, that seems like time that could be better spent elsewhere...especially when multiplied over the course of 12 years at TBS.

Accordingly, for the first time, we've beefed up our IT infrastructure to offer families an even more streamlined way to give us registration information – one that allows families to log into our database and review, confirm, or edit information directly. Returning families need only update information that has changed since last year, and new families need only enter that information once. We are confident families will find this new system more efficient and, ultimately, more accurate.

Our online registration system will be ready on **Tuesday, July 12**. To watch a short video illustrating how to navigate the online registration data entry, please go to <http://screencast.com/t/TloDBH3mTCuu>. If you have any questions, or forget your username or password, you can always contact Registrar Cindy Schaub at cschaub@theberkeleyschool.org, or Business Manager Mohammad Kazerouni at mdkazerouni@theberkeleyschool.org: either of them will be happy to walk you through the process or provide assistance. **Please complete the forms by Monday, August 15.**

There are a few other changes to our registration process, and forms that I'd like to make sure come to your attention:

- ***All students entering grades 7-12 must provide proof of Tdap vaccination to TBS.*** It's California law: for the 2011-2012 school year, and in all future school years, all students entering 7th through 12th grade will need proof of an adolescent whooping cough booster immunization (called "Tdap") before entry into school in the fall. A dose of Tdap vaccine given on or after the 7th birthday meets the new school requirement. If in doubt, check in with your doctor. Please note: this law applies to ***all*** independent and public school students; only parents who have filed for an immunization exemption and can provide evidence of that filing are not required to comply. For FAQ's, please go to <http://www.shotsforschool.org/faq.html>.
- TBS has made some changes to its Use of Student Image policy, which is now found on the "Emergency/Permissions Form." Because "making learning visible" is a cornerstone of our educational approach, and because pictures that capture hard-to-describe moments of engagement, interaction, and learning are essential to creating that visibility, we expect that teachers and staff will be able to use student images in any internal, community-focused form of communication – classroom blogs, *Newsnotes*, and so forth – as long as they follow the standard, straightforward identity-protection guidelines outlined on the form.

This ensures that all children, and families, can be included in documentation, and celebration, of learning. We do realize that some families prefer that their children's images not be used in materials created specifically for external marketing purposes – postcards or admissions flyers, to name two – and we want to give these parents the opportunity to “opt out” of having their child's images featured. To that end, you'll notice that the form contains an “opt-out” clause, which you should **only** sign if you do **not** consent to the use of your child's photograph in externally directed marketing materials. Please contact me directly with any questions.

In addition, please carefully read the enclosed sheet called “Parking and Driving Guidelines.” Anyone and everyone who is picking up or dropping off children at either TBS campus – parents, grandparents, relatives, friends, babysitters, and any other adult – is expected to read and follow these guidelines at all times. Please contact Director of Communications Laura Gorjance at lgorjance@theberkeleyschool.org or (510) 665-8800, ext. 159 with any questions.

Here's to a wonderful 2011-2012!

Best,

A handwritten signature in black ink that reads "Mitch Bostian". The signature is written in a cursive, flowing style.

Mitch Bostian
Head of School