

Thursday, August 1<sup>st</sup>, 2019

## 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 providing your child with an excellent education in a caring and nurturing environment.

Our school year commences for all students from grades 1-12 on **Tuesday, August 6, 2019**. Students are to come to the **main foyer of BCIS on the second floor for 8:00 am**, where they will meet their homeroom teacher.

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

### Transportation and Arrival 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 **Tuesday** is also the first day of school for CISS we know the neighbourhood streets will be busy. Please pay careful attention to our security guards as they direct the traffic pattern.

### Information about classrooms and school regulations

- **Class Lists** will be posted on the school website, <http://www.bcis.edu.vn> on Friday, August 2<sup>nd</sup>
- To prepare for 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: pens, pencils, a pencil case, a mini whiteboard, markers, coloured – pencils (crayons, watercolours), scissors, colour paper, dry glue, folders (3), backpack...
  2. Blanket and pillow (grade 1), toothbrush, a plastic cups, water bottle with a name tag.
- Please bring back to the homeroom teacher the textbooks that the school provided.
- We do not encourage students in Grades 1 through 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 register for meal service at school, please prepare snacks and lunches for him/her beforehand.

**The BCIS Meet the Teacher event will be held on Saturday, August 24, 2019 from 8:30-12:00.**

**This will be a great opportunity to meet your child's teachers and to learn about classroom expectations.**

### 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 contact: [academic.elementary@teacher.bcis.edu.vn](mailto:academic.elementary@teacher.bcis.edu.vn) - Phone: (028) 54 112 112 (ext: 1101)
- ASO Secondary contact: [academic.secondary@teacher.bcis.edu.vn](mailto:academic.secondary@teacher.bcis.edu.vn) - Phone: (028) 54 112 112 (ext: 2417)
- Nurse contact: Ms. Tuyet - [tuyet.dang@bcis.edu.vn](mailto:tuyet.dang@bcis.edu.vn) - Phone: (028) 54 112 112 (ext: 2102)

### BCIS Leadership Team



Campus CIS-BCIS-PMH CVK: Nos. 7 & 86 Road 23, Tan Phu Ward, Dist. 7, HCMC  
 Campus AES-Binh Chanh CVK: Residential Quarter 13C, Phong Phu Commune, Binh Chanh District, HCMC  
 Admissions: CIS: (08) 54 123 456 - BCIS: (08) 54 113 123 - CVK: (08) 54 123 028 - AES-Binh Chanh CVK: (08) 37 612 345  
 Admissions Services: CIS: (08) 54 123 444 - BCIS: (08) 54 112 112  
 E-mail: CIS-BCIS: [enquiry@cis.edu.vn](mailto:enquiry@cis.edu.vn) - CVK: [cvk@cvk.edu.vn](mailto:cvk@cvk.edu.vn) - AES: [tuyensinh@aesvietnam.edu.vn](mailto:tuyensinh@aesvietnam.edu.vn)



**MR. SY NGUYEN**  
BCIS SEC VICE PRINCIPAL

**MS. BONNIE THIBODEAU**  
BCIS PRINCIPAL

**MS. QUYNH TRAN**  
BCIS ELE VICE PRINCIPAL

**MR. JONATHAN ILIFFE**  
BCIS VICE PRINCIPAL



**MS. NANCY**  
PRINCIPAL ASSISTANT

**MS. TIEN NGUYEN**  
ASO ELEMENTARY

**MS. HUYEN PHAN**  
ASO ELEMENTARY

**MS. TRAN NGUYEN**  
SCHOOL OPERATIONS  
MANAGER

**MS. THAO PHAM**  
ASO SECONDARY

**MS. ANH LUONG**  
ASO SECONDARY

**MS. PHUONG MAI**  
BCIS PR MARKETING  
EXECUTIVE