BROOKLYN URBAN GARDEN CHARTER SCHOOL
A MIDDLE SCHOOL FOR GRADES 6-8

500 19th Street, Brooklyn NY 11215 | www.bugsbrooklyn.org | (718) 280-9556, ext. 599 | admissions@BUGSbrooklyn.org

April 18, 2018

Dear Parent/Guardian,

Congratulations! We are thrilled to welcome your child to the Brooklyn Urban Garden Charter School (BUGS) for the upcoming school year. Thank you for returning your response form. The **next step is to officially enroll your child, by coming to BUGS in person to complete an enrollment packet**. We will also need some more required paperwork. So here's what you need to know:

1. Enrollment will start in June, and **you must have an appointment**.
- Appointments will be available (subject to change): Monday, Tuesday, and Friday 9-11:30am
  Thursday 9-11:30am *and* 2-4pm
- Please allow for at least one hour of your time to complete the enrollment process.
- Contact admissions@BUGSbrooklyn.org or 718.280.9556 x599 to make an appointment.
- Note: your child does not have to come to the appointment.
- **If you do not enroll your child by Friday, June 30th, your child's seat may be made available to a child on the waiting list** (i.e. you will lose your seat). So please make your appointment as soon as possible!

2. If you have access to a computer and the internet, you may be able to complete most of your registration forms before your enrollment appointment. When you make your enrollment appointment we will confirm your email address so that you can be sent further instructions.

3. The following items will be required to enroll your child:
   a. Payment of $50 for Field Study trips for the 2016-17 School year (non-refundable) ***REQUIRED***
   b. Photo of your child for Student Files (you may email this to admissions@BUGSbrooklyn.org) ***REQUIRED***
   c. Your ID (a driver's license or other official State ID) ***REQUIRED***
   d. Your child's Birth Certificate ***REQUIRED***
   e. Your child's current Health Examination Form (dated on or after April 1, 2017) ***REQUIRED***
   f. Your child's Complete Immunization Records ***REQUIRED***
   g. Two proof of CSD (Community School District) documents. For a list of acceptable documents, see the back of this letter. ***REQUIRED***
   h. Your child's OSIS # (if your child attends public school currently, the school can provide it to you)
   i. Proof of Guardianship paperwork (if your name is not on the Birth Certificate)
   j. Documentation showing a name change, such as a Marriage License (if your current name is not on the Birth Certificate)
   k. A Medication Administration Form (if your child requires medication during the school day) – a blank copy of this form can be found on our website on the Enrollment page
   l. Your child's Individualized Education Plan (IEP), 504 Accommodation Plan, or any other forms and evaluations you would like to share (if applicable).

At any time, please do not hesitate to contact us (at the email / phone number above) with any questions. We look forward to seeing you and your child at BUGS soon!

Warmest regards, The BUGS Team

Necesita traducción a Espanol? Por favor llame el numero principal de la escuela y deje un mensaje en la ext. 599.
□□ □□□□□ □□□ □□□□□□□ □□□ □□□□□□□□ □□□□ □□□□□□□ □□□□ □□□□□□□ □□□□□□□ □□□□ □□□□□ □□□ □□□□□□□. 599
你需要翻**译**成中文**吗**？ **请拨**打主校号并在分机上留言。599
Вам нужно перевести на русский язык? Пожалуйста, позвоните по номеру основной школы и оставьте сообщение на расширении. 599

BROOKLYN URBAN GARDEN CHARTER SCHOOL
A MIDDLE SCHOOL FOR GRADES 6-8

500 19th Street, Brooklyn NY 11215 | www.bugsbrooklyn.org | (718) 280-9556, ext. 599 | admissions@BUGSbrooklyn.org

ACCEPTABLE PROOF OF CSD (COMMUNITY SCHOOL DISTRICT)

***You must provide at least 2 of the documents listed below* (please send copies, not originals):**

- A residential utility bill (gas or electric ONLY) in the resident's name issued by National Grid, Con Edison, the Long Island Power Authority, or other utility service dated within the past 60 days (Note: cable, phone or cell phone bills will not be accepted);

- An original lease agreement, deed, or mortgage statement for the residence – which must be valid at the time of enrollment;

- A current property tax bill for the residence;

- A water bill for the residence dated within the past 60 days;

- Official payroll documentation from an employer such as a form submitted for tax withholding purposes or payroll receipt; a letter on the employer's letterhead will not be accepted; must be dated within the past 60 days;

- Documentation or letter on letterhead from a federal, state, or local government agency, including the Internal Revenue Service (IRS), City Housing Authority, Human Resources Administration (HRA), the Administration for Children Services (ACS), or an ACS subcontractor indicating the resident's name and address; all must be dated within the past 60 days.

PLEASE NOTE: Non-utility bills are NOT acceptable as CSD proof. We cannot accept cable bills, phone bills, or other credit card bills. ONLY the items above can be accepted as proof of CSD. If you have special living circumstances, please contact BUGS directly. Thank you!