



BHA Houston
 Address: 5500 FM 2920 Rd, Spring, TX 77388
 Phone: (346) 272-0126 Fax: (832) 932-1576
 "Where Knowledge, Faith, Academics and Character Meet."



Re-enrollment via Sycamore

We are pleased to announce that the 2023-24 re-enrollment and admissions process will be completed on Sycamore. This will help streamline the admissions process.

Parents will receive a link via email from BHA-Houston to start the re-enrollment process.

After clicking on the link, they will be asked to sign into their sycamore account.

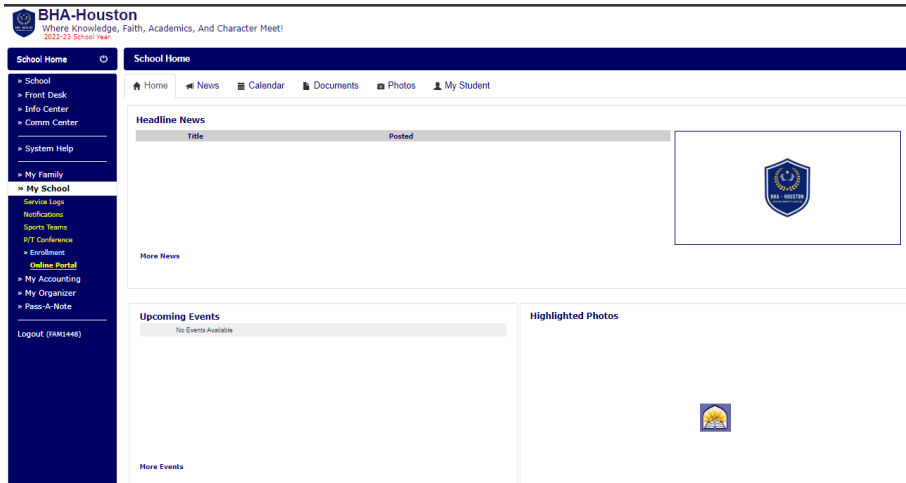
Log in to BHA-Houston

BACK

LOG IN

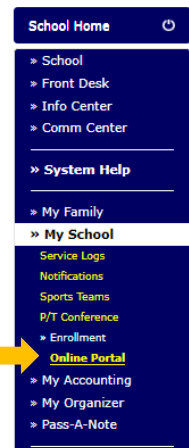
If you need assistance with your login, please email sycamore@bhahouston.org.
Please note BHA administration do not have access to parents' login information. If you require assistance to re-set your password, you will be sent an activation link. Please follow the steps to re-set your password within 48 hours of receiving the activation link.

Parents can also go to the Admissions portal by signing into your child's Sycamore account and following these steps:



On the left menu bar click on My school, click on Enrollment, then Online Portal.

This will take them to the admissions 3.0 directly.

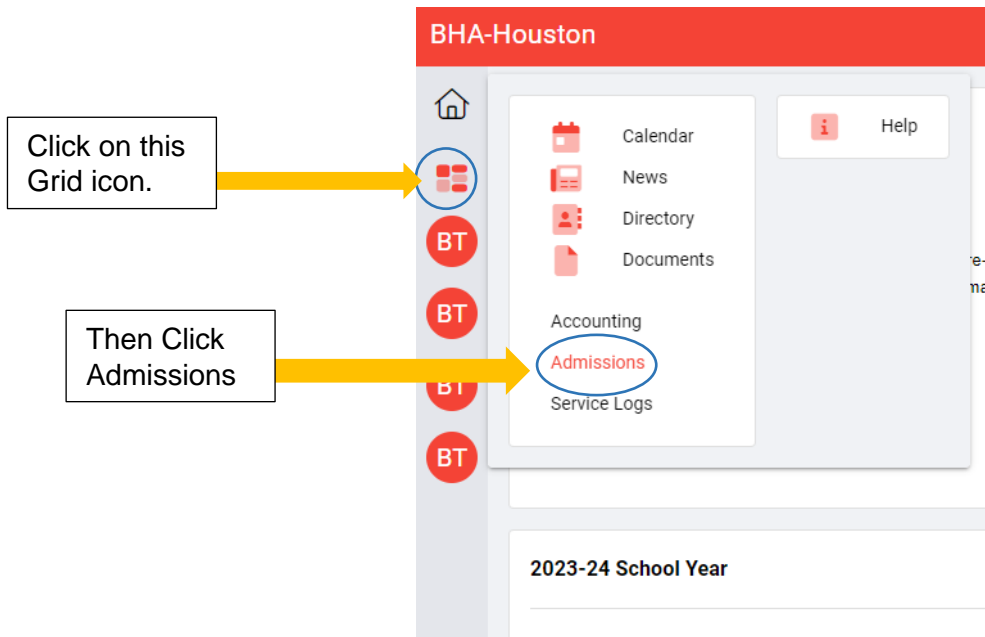




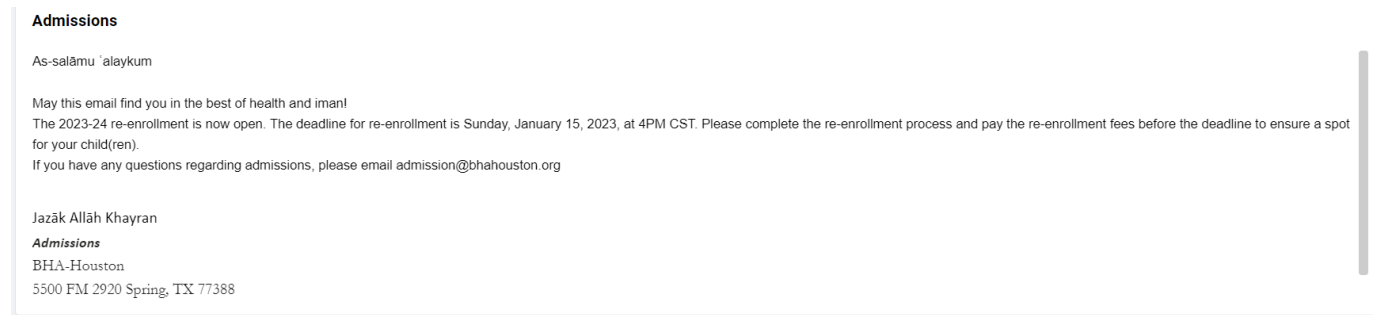
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Once logged in the Sycamore 3.0 homepage will open. Please click on the grid icon and click on Admissions:



The Admissions page will open. There will be a message with details on when the re-enrollment deadline will be.



Under the message, you will see the list of your current students enrolled at BHA-Houston. Click on each student's name to start the enrollment process.

If you have a new student you would like to enroll for the 2023-24 school year, click on ADD NEW STUDENT button on the right of the screen.

***Please note new siblings will need to complete the enrollment process including testing and receive an acceptance letter before the admission process is complete. ***

Please Note the required **age cut-off date for Montessori students:**

- Pre-school (PK1) applicants must be 3 years old by October 1 of the current year.
- Pre-Kindergarten (PK2) applicants must be 4 years old by October 1 of the current year.
- Kindergarten (KG) applicants must be 5 years old by October 1 of the current year.

Montessori students must be fully potty-trained.



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To add a new student

ADD NEW STUDENT

2023-24 School Year

Test, Bat	Enrollment Not Submitted	▼
Test, Bear		▼
Test, Blue	Enrollment Not Started	▼

Current BHA Students

Once you have selected the student and confirm their grade for next year you may start the re-enrollment process.

Student General Information

Student Name

First Name *
Brown 5 / 36

Middle Name 0 / 24

Last Name *
Test 4 / 36

Student Basic Information

Date of Birth * Application Grade *
4th

Gender *
Female X ▼

Ethnicity *
Not Hispanic X ▼

Race
Asian X

BACK CONTINUE

Please complete all fields. Make sure to add any allergies and medical alerts the school will need to know.

Under **Agreements**, please select Agree.

Agreements

Click each agreement to record your response

Re-enrollment Agreement Agree

Handbook Agreement Agree

BHA-Houston Photo Consent Form Disagree

Medical & Health Policy Response Needed

Medication consent form Response Needed

Zero Tolerance Immunization Policy Agree

Zero Tolerance Immunization Policy

ZERO TOLERANCE IMMUNIZATION POLICY
 The Texas Administrative Code Title Health Services
 Chapter 97.6-97.72 concerning Minimum State Vaccine
 Requirements for Texas Child-Care Facilities, K-12 for
 Texas School Entrance/Attendance, and Conscientious
 Exemption is to be Incompliance.
 => An Immunization Audit Form sent home with students
 when shots are due.
 => Parents will receive phone reminders of the due date or
 upon parents' consent BHA can administer the needed
 vaccination at a cost of the vaccines along with \$25
 administrative cost.
 => Shots 30 days past due: Parents are notified by phone
 call and certified letter requiring student to remain home
 until shots have been received, or a written Doctors'
 statement why shots are contraindicated at this time, or a
 notarized Conscientious Exemption Form from the state of
 Texas (www.immunizeTexas.com).
 => State immunization requirements are posted on the
 Nurse office building for viewing.
 => Parents are strongly advised to visit the above-
 mentioned website for valuable additional information.
 => All Families are to be given access to required
 vaccination charts.
 => A PARENT SIGNED copy of the BHA - Houston ZERO
 TOLERANCE Immunization Policy is to remain on file.

I agree
 I do not agree

CANCEL SAVE

BACK CONTINUE



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For **Essays**, please Sign each agreement with your full legal and date.

Essays

Click each essay question to enter your answer.

Pick-up authorization form ✔ 1 word

Student Emergency Card 0 words

BACK CONTINUE

guaranteed re-enrollment for 2023-2024 even if paperwork and fees have been submitted in due time. If my child has 50 demerit points or more, I understand that their eligibility for re-enrollment may be at risk and that I should contact the BHA Administration if I have questions or if my child is approaching 50 demerit points.

7. I understand that all re-enrolled students will be on an academic probation for the first 9 weeks of attendance in the 2023-2024 academic year.

8. I understand that BHA reserves the right to refuse and/or terminate enrollment of a student at any time at the Administration's discretion.

9. BHA-Houston does not assume any responsibility for accidents. In consideration of the student(s) being enrolled and permitted to make trips and participate in school activities, and athletics, and to full extent allowed by law, I hereby agree to waive and release BHA-Houston, its Trustees, Principal, Faculty, school nurse, agents, and employees from any accident or injury suffered by the student(s) while on school trips or participation in school activities or athletics in connection with any of the authorizations described above. School nurse and administrative staff is not responsible for any adverse reaction due to taking medication when given under the above-mentioned requirement.

I hereby understand and acknowledge that my signature below signifies that I agree to comply with and be subject to BHA Houston's rules and policies as set forth in the Parent/Student Handbook, and updated from time to time, available on the BHA-Houston website. It is my responsibility as parent/guardian, as well as my child's responsibility as a student to stay informed on such updates.

Please enter parent/guardian full legal name and date in the textbox below

H Formatting B I S U Align List Link Image Video

Test Family 12/1/2022

Sign & date

Under **Attachments**, please Click the link to follow the steps.

Attachments

Title	Description
Re-enrollment fees	Please follow the steps to complete the re-enrollment fees

BACK CONTINUE

***Please note each application has the enrollment fees link. Parents must pay for all Students at one-time. ***

***Please note there are additional fees for students re-enrolling from Toddler to the Montessori program. ***

Please upload any documents required under **Requested Documents**. As this will be our first year using Sycamore for admissions & re-enrollment, all documents (birth certificates, immunization records and parent IDs) are required to be submitted for re-enrollment.



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1 Student General Information
2 Student Additional Information
3 Agreements
4 Essays
5 Attachments
6 Requested Documents
7 Family General Information
8 Family Contacts
9 Family Medical Information
10 Review

Immunization Records

Updated Immunization Records

File

CANCEL SAVE

Title
Birth Certificate
Immunization Records
Parents/Guardians ID

We are requiring all families to enter at least **one non-primary Emergency contact information**. Families can add as many as needed.

Family Contacts

NEW CONTACT

One non-primary Emergency Contact is required.

Name	Primary	Emergency
family_test	✓	✓

BACK CONTINUE

Once all steps have been completed, click review. This section will show you if you have any documents or information missing to complete.

Review

The following information must be corrected before the application can be submitted:

Requested Documents
Immunization Records
Parents/Guardians ID

BACK CONTINUE



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Review

The following information must be corrected before the application can be submitted:

Student Additional Information

Allergies

Medical Alert

Medical Insurance Company

Student's Physician

Physician's address

Physician's Telephone

Student's first Language

Family/Secondary Language

Type of Student

Photo consent

Agreements

Medical & Health Policy

Medication consent form

Family General Information

Mailing Address

Mailing City

Click **Submit** when complete.

If at any time you would like to come back and complete the process later, you may do so, by logging in to Sycamore and clicking **continue**. This will take you back to the enrollment page.

Test, Brown

Enrollment
Not Submitted

Enrollment Application

Applying for 4th in 2023-24 School Year

Not Submitted



Please email admission@bhahouston.org or sycamore@bhahouston.org if you have any questions, concerns or issues in completing the enrollment process.