

Dear BMS Families,

The purpose of this correspondence is to provide our families with information regarding the yearbook ordering process for the 2025-2026 academic year through Coffeepond, our contracted yearbook company.

It is very important that families carefully read this information so there is complete transparency and understanding regarding this process.

Beginning **Monday, September 22nd**, online ordering through the Coffeepond system will open to allow families to purchase yearbooks. Online ordering is the method utilized at Barrington Middle School to purchase a yearbook.

The online ordering information is included with this correspondence.

The deadline to purchase yearbooks for the 2025-2026 academic school year is **Monday, April 27, 2025**.

There will be no extension to this deadline, and no further online orders will be accepted.

When Coffeepond receives the final online order number from BMS on April 27th, they must give the printer the exact number of books to be printed.

However, the school always receives an ample amount of requests to purchase books after the deadline has expired.

As a proactive practice, the school orders extra books to accommodate these requests to the best of our ability. However, we must be mindful of how many extra books we decide to purchase since BMS is still financially responsible for paying for any extra books that we do not sell.

In the event that extra yearbooks do become available after the April 27th deadline, the following protocol has been established for parents to request to purchase a yearbook:

1. Families who request to purchase an extra yearbook, if they become available, shall be placed on a waiting list on a first come, first served basis.
2. In the event that an extra book does become available, families from the waiting list shall be notified, in order, based upon the date of the request.
3. If families indicate their intent to purchase a book, they must bring a check made payable to "Barrington Middle School" in the amount of \$40.
4. Families will have 48 hours to pay and collect their requested book. Once the 48 hour window has expired, that specific book will be offered to other families on the waiting list.
5. The school will communicate to families once yearbooks have been sold out.

Once communication has been sent to families indicating that yearbooks have been sold out, we are respectfully requesting that families not inundate the Coffeepond representatives, BMS' yearbook advisor, and or our office staff with phone calls and or email requests for books.

The end of the academic year is a busy time for all parties involved and we need to respect the professional responsibilities of the above stated individuals.

We appreciate your understanding and cooperation with this protocol, in order to make this process as equitable, and efficient to all of our families.

Please reach out if you have any questions.

Warm Regards,

Dr. Andrew Anderson, Principal
Mr. Brett Kearns, Yearbook Advisor