

# École Edwards Elementary School

## KINDERGARTEN REGISTRATION

### Registration Forms & Documents Needed

1. [Registration Form](#)
2. Non-refundable Kindergarten [School Fees](#) payable at time of registration (cash or cheque only)
3. Birth Certificate or Canadian Citizenship Documentation (ex. visa)
4. Alberta Health Care Number
5. [Annual Field Trip Authorization Form](#)
6. [2 Km Field Trip Authorization Form](#)
7. [Permanent Consent for Public Use of Student Images/Work](#)

### Student Placement (AM vs PM)

1. Kindergarten Advanced Registration Date (January 16<sup>th</sup>, 8:30-4:30)
  - AM/PM placement choices cannot be guaranteed as they are made by the school, with **some** consideration given to parent AM/PM requests on a first-come first-served basis
  - Email notification of your placement will be sent out at the end of April 2017.
2. Registration after the Advanced Registration Date:
  - Placement will continue to be made by the school, with some consideration given to parent AM/PM requests on a first-come first-served basis
  - Due to the many factors involved in the placement of Kindergarten students (e.g. number of students registering during the summer months; gender balancing of classes; number of classes required - resulting in possible additional spots for AM and PM placement) placement notification will be available at our Open House prior to the first day of school in the fall.
  - Kindergarten students begin with staggered entry. Students with surnames beginning in A-M come to class for the first time on September 5<sup>th</sup>. Those with names beginning in N-Z come to class for the first time September 6<sup>th</sup>. All Kindergarten students come to class September 7<sup>th</sup> and thereafter.

### Important Information

1. [School Bus Information](#)
2. Volunteer Information
  - A [Confidentiality/Non-Disclosure Undertaking](#) form must be completed and submitted to the office (also available in the office)
  - Criminal Record Check and Vulnerable Sector Check must be completed by the RCMP prior to volunteering
    - A Criminal Record/Vulnerable Sector Check Application is available in the office (signed by our Administrator)

- Take the form to your local RCMP detachment. Office hours and cost vary by community, so please call ahead.

Airdrie RCMP Detachment	2 Highland Park Way NE	403.945.7200
Beiseker RCMP Detachment	75 North Road	403.947.3420
Chestermere RCMP Detachment	156 East Chestermere Drive	403.204.8777
Cochrane RCMP Detachment	359 - 1 Street E	403.851.8000

- You will be required to produce a valid Driver's license or a Passport with photo I.D. and another piece of government-issued I.D. such as Alberta Health Care card or birth certificate.
- State that this is a Volunteer Position. Please note some detachments may charge an administration fee for the request.
- Two forms must be completed: Criminal Record Check and Vulnerable Sector Check.
- The mandatory check will take approximately three weeks to complete.
- Pick up the authorized RCMP forms and return them to the school office.
- In the event that any information changes, Rocky View Schools must be notified immediately, rendering the Criminal Record and Vulnerable Sector checks null and void.