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Pre-primary Registration Form Guide

Filling out forms can be overwhelming, time consuming and tedious.

This checklist is to make this process as EASY and Efficient as possible, and will help us get your registration processed as seamlessly as possible!!

Including as much information as possible will speed up your registration and will ensure we have all the current and necessary information.

**Before Starting the Registration Form…**

⃝ You MUST register for the School within YOUR Catchment area.   
 Catchment School is based on your civic address.  
 Unsure of your Catchment School…click here <https://tcrce.mybusplanner.ca/Eligibility>

⃝ Student Transfer Request

Should you be interested in a school other than your Catchment School, follow these steps:  
1. Register for the School in your Catchment area  
2. Review the Student Transfer Request policy  
3. Complete the Application   
4. Submit the Application via email or mail to Nicole.A.Clements@TCRCE.ca

Important  
- Transfer Approvals are based on availability; students within the catchment area must be considered first   
- Transfer Approvals are ONLY for the Current School Year (must reapply each school year thereafter)

⃝ List all Parents/Guardians and Emergency Contacts

Reach out to potential contacts and ensure they are aware that you will be including them and have their information ready and handy before starting the Registration Form  
   
A least one other person needs to be listed as either a Second Contact and/or Emergency Contact on the Registration in case of emergency. In an event that you, as the primary parent/guardian, and/or the secondary parent/guardian cannot be reached, the emergency contact list will be accessed.   
Emergency Contact person would be an alternate to contact and will be an alternate person with who the child can be released to for pick up

⃝ Birth Certificates

Providing your child’s proof of identity is a requirement of the Department of Education and Early Childhood Development.

Bring your child’s original Birth Certificate to your Pre-primary Orientation in August.

Do not have, or lost your child’s Birth Certificate, here is the link to apply online  
<https://beta.novascotia.ca/apply-birth-certificate>

**Checking it Twice!**

Did You…  
□ Include your house number AND the name of your street/road?  
□ Include your Email address? This is a convenient and efficient way to communicate with you in addition to phone and mail.  
□ Include your child’s Health Card Number?   
□ List Allergies? We want to ensure your child’s safety and well-being.  
□ Include any additional information related to Medical Needs, Development, Learning Preferences, Services being accessed, and/or Pending Services/Referrals?  
□ List custody arrangements, agreements, and court orders. Should anything change, reach out to us.  
□ Check the Correct Grade?  
□ Include other information that you think will be useful and helpful for us to know???

**Help and assistance is only a Call Away….**

If you have any questions about the Registration Form, or are having trouble filling it in, Call Shelley LeBlanc, Administrative Assistant for Pre-primary Registrations at 902 749-5696 Mon-Fri 8:30-4:30

*Once you have submitted your Registration Form, a confirmation email will be sent to you.   
If you do not see an email, please check your junk folder.*

*Please do* ***NOT*** *fill the form out again as this is time consuming for you and us too!  
   
If you are still unsure if your registration has been received, please call Shelley LeBlanc at 902-749-5696;  
Shelley will be more than happy to check for you 😊*

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