

St. Emile Catholic School
552 St. Anne's Rd
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www.stemileschool.com



Brian Hargrave - Principal
bhargrave@stemileschool.com

Kasey Kaptein - Secretary
kkaptein@stemileschool.com

Dear Parents / Guardians,

RE: Re-Registration 2021-2022 School Year

Thank you in advance for re-registering your child(ren) for the 2021-2022 school year. We look forward to having all of our eligible families return.

The deadline this year for re-registering your child(ren) is Friday, February 26th, 2021.

Please keep in mind that some grades already have a waiting list. If we do not receive your completed registration deposit, payment plan, volunteer commitment cheques and online form submission by February 26th, 2021, we cannot guarantee your child a spot for next year. We will then assume you are not returning and fill any remaining spots from our new registrants and/or waiting list. If you have an outstanding balance on your statement of account, we will not accept your registration until payment has been received or an arrangement has been made for a payment plan.

If you have Pre-Kindergarten (born in 2017) or Kindergarten (born in 2016) aged children/siblings at home, this is the time to register them as well. If so, please print all documents from our website, under the 'Registration Tab' at <https://www.stemileschool.com/registration/>.

All accounts must be in good standing in order to be considered for acceptance for the 2021-2022 school year.

What do you need to do?

- Ensure your account is in good standing.
- Click on the link to complete the re-registration form: [click here to complete form](#)
- Families requiring Before and After School Care (BASC): [click here to complete registration form](#)
- Families with children registering for grades 3-8 and interested in the Hockey academy: [click here to complete preliminary hockey registration](#)
- Submit 2x post dated volunteer commitment cheques as per volunteer commitment form.
- Download the Financial Worksheet included with this email. Save it including your family name (i.e. Financial.Worksheet.Smith) Use the notes and drop down choices in the cells to help you complete. Save once finished and email it as an attachment to registration@stemileschool.com
- Complete a Pre-Authorization Debit (PAD) form if you wish to make monthly payments.
- Write any cheques required for deposits, child care and tuition.
- Ensure all items listed above are complete by **Feb. 26th, 2021.**

Please note that all necessary documents have been attached to this e-mail for your reference and review. Online re-registration forms include reference to these documents that require your review and acknowledgment.

Please send all required cheques and PAD form (if applicable) to the office to the attention of Ms. Kaptein and all other documents should be emailed to registration@stemileschool.com before February 26th, 2021.

Sincerely,

St. Emile School Admin Team