**Registration Information 2020-2021**

Welcome to the 2020-2021 school year!  We are doing contactless registration this year to avoid crowds and for the shared health of our community.  Here are the steps for registering your child for school:

* **If you would prefer, all registration can be completed electronically by downloading the form at** [**www.hrce.ca**](http://www.hrce.ca) **and emailing all documentation to** [**jhutchinson@hrce.ca**](mailto:jhutchinson@hrce.ca)
* Take a registration form from the blank registration envelope (one per child if you are registering more than one).
* You’re welcome to sit outside at the table to fill out the registration form (please ensure social distancing is maintained during this process), or you can take it to your car and we will text you when it will be your turn to enter the building. Please fill out your name and cell phone # on the sign-up sheet that will be provided. Please note due to public health regulations, we will not be able to provide pens.
* Once all sections have been completed, place the completed registration form in the complete envelope. These will be removed regularly throughout the day.  We will text when its your turn to enter the building.
* We require a copy of a birth certificate as well as proof of address (copy of any CRA document or 2 of the following:  insurance policy, water bill, power bill, property tax assessment) for all new registrations.  Please email these documents to jhutchinson@hrce.ca.  If you do not have access to email, please call 902-832-2300 to make an appointment to have copies made of your documentation.
* Once we have received and processed your registration form, we will email you to let you know your child is registered.
* If you have any questions please do not hesitate to contact us via email or phone.
* Email correspondence to all families at Madeline Symonds Middle School will follow in the coming days with information regarding September start and our plans for safe opening therefore **it is very important that an accurate email address is provided on the registration form.**

**First day of school for all students is Tuesday, September 8, 2020.  We look forward to seeing our students!**