

# 2010-2011 Registration Information

We are excited to be rolling out our new online registration system! Beginning March 15<sup>th</sup> you will be able to register your daughter, pay fees for instructional resources, busing, the laptop initiative and lunchtime supervision by POOSCA from the convenience of your computer. Payment of all fees will now take place through a credit or debit card online. You will be led through a series of forms that are required to be filled out thoroughly and accurately to complete your daughter(s) registration for next year. We hope that this will clear up some of the confusion that has existed in the past as well as prove to be more convenient and efficient to you.

## CGS Registration Process:

1. Go to [www.calgarygirlsschool.com](http://www.calgarygirlsschool.com)
2. Click on "Login"
3. Click on "Click [here](#) to register, or click [here](#) for full instructions."
4. Provide family details so the CGS online registration can find your daughter(s) name in the database.
5. Click "Register"
6. Provide an email address and password.
7. Click "Register"
8. You will then be able to login using your username (email address) and password.
9. Welcome to the Family Zone and you can complete registration!

Eventually, we hope that your information will pre-populate the acknowledgment of risk forms that must accompany every field study and you will also be able to pay for these field studies online. Imagine no longer having to record Alberta Health Care information, your name and address etc. then digging through your wallet for exact change and an envelope to send everything to the classroom teacher!

Please note that it is important to register by **April 15<sup>th</sup>**. If we do not have your online registration by that day, we will assume that your daughter is not returning to CGS and her spot will be given to a new student.

If current students have **siblings** who would like to attend CGS in the 2010-11 school year, please advise the school office as soon as possible so that we can advise you of the registration process for siblings who are not current students.

Caroline Parker, Principal

Fee Type	Fee Amount	Fee Due
Instructional Resource Fee	\$85	April 15, 2010
CGS Leased Macbook Fee	\$345	May 1, 2010
Personally Owned Macbook – Maintenance Fee	\$50	May 1, 2010
POOSCA (lunchroom supervision)	\$240	June 1, 2010
<b>Transportation Fees</b>		
<b>AM and PM</b>	<b>\$725</b>	
non-refundable deposit	\$300	April 15, 2010
Remaining transportation fee	\$425	Sept. 15, 2010
<b>AM or PM (One Way Only)</b>	<b>\$400</b>	
non-refundable deposit	\$300	April 15, 2010
Remaining transportation fee	\$100	Sept. 15, 2010
<b>POOSCA Shuttle</b>	<b>\$180</b>	April 15, 2010

A reminder that effective **March 1, 2010** CGS has new procedures in place for volunteering. Details of the new procedures were emailed out at the beginning of March. As well, you can find these on our website under "What's New". See table below for who should get a new/updated Police Information Check (PIC) if they wish to volunteer at CGS for the 2010-2011 school year.

Grade 4	All parents who wish to volunteer must obtain a valid PIC
Grade 5	PICs are still valid if you have provided a copy to CGS.
Grade 6	PICs are still valid if you have provided a copy to CGS.
Grade 7	All parents who wish to volunteer must update and obtain a new PIC
Grade 8	PICs are still valid if you have provided a copy to CGS.
Grade 9	PICs are still valid if you have provided a copy to CGS.

**NOTE: Any parents of new students in all grades must obtain a valid PIC in order to volunteer at CGS**

Also, if a family contact wishes to volunteer at CGS, please be sure to complete the volunteer registration section through our online registration system. For FOIP reasons, only a **parent** or **legal guardian** can complete the volunteer registration online. Any other contact who wishes to volunteer at CGS can come into the school office to complete the required volunteer registration forms.