



MIDDLEFIELD COLLEGIATE INSTITUTE

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June 2016

Dear Student,

Welcome to Middlefield Collegiate Institute!

Congratulations for completing a successful school year and graduating from your elementary school.

Tuesday, September 5, 2017 is the first day of school for Grade 9 students only. Our staff has planned fun and interactive activities to allow students to get to know their teachers, their new peers and the facilities at Middlefield C.I. Lunch will be provided for the students on this day. Parents/Guardians are invited to have tea with the Principal, after the morning assembly, where they can learn more about the school and have their questions answered.

Registration for all students will take place in the Cafeteria on **Tuesday August 29, 2017** between 10:00 a.m. and 3:00 p.m. A special registration hour will be dedicated to Grade 9 students only from **9:00 a.m. – 10:00 a.m.** However, you may register anytime that is convenient for you during the hours listed above.

Middlefield C.I. is fully moving to School Cash Online. This system will be available for registration and payment after July 10th, 2017. **Please ensure that your child is registered on School Cash Online and that you have paid fees by Monday, August 21st, 2017.**

Students must bring their School Cash Online receipt to the Registration Day (August 29, 2017) in order to:

- receive their timetable for the 2017-2018 school year (full details);
- have their photo taken for the student ID card;
- receive the MCI Student Agenda book;
- receive uniforms for Physical Education courses
- receive the student discount card (if purchased)

The costs for the items are as follow:

- Student Activity fee – student ID card, the student agenda book, participation in/contribution to school events \$ 40
- Physical Education uniform (students may already have these items)
 - long-sleeves T-shirt \$ 15
 - short-sleeves T-shirt \$ 12
 - sport shorts \$ 13
- Yearbook \$ 35
- Student Price Card \$ 10

Please see the reverse of this letter for instructions on how to register for School Cash Online.

The new school year promises to be filled with wonderful learning opportunities. We wish you a safe and enjoyable summer and we look forward to seeing you soon!

Sincerely,

Aline Daniel
Principal

Susan Maharaj
Vice-Principal

Tanya-Lynn Paul
Vice-Principal

George Tsigaridis
Vice-Principal

School Cash Online Registration/Payment Information

To view a presentation about the program, go to <http://www.kevsoftware.com/movies/ParentRegEnglish/>.

To register you will need your child's student number.

Step 1: Register

- a) Click on the following link: [School Cash Online](#), and select the “*Get Started Today*” button.
- b) Complete each of the three Registration Steps

***For Security Reasons your password, requires 8 characters, one uppercase letter, one lowercase letter and a number.**

Step 2: Confirmation Email

A registration confirmation email will be automatically forwarded to you. Click on the link provided inside the email to confirm your email and School Cash Online account. The confirmation link will open the School Cash Online site prompting you to sign into your account. Use your email address and password just created with your account.

Step 3: Find Student

*e.g. [Your Student's Name](#)
[Your Student's Student Number 123456789](#)*

This step will connect your children to your account.

- a) Enter the School Board Name
- b) Enter the School Name
- c) Enter Your Child's Student # and Last Name
- d) Select *Continue*
- e) On the next page confirm that you are related to the child, check in the Agree box and select *Continue*
- f) Your child has been added to your account

Step 4: View Items or Add Another Student

If you have more children, select “*Add Another Student*” option and repeat the steps above. Up to five children can be added to one parent account.

If you do not wish to add additional children, select “*View Items For Students*” option. A listing of available items for purchase will be displayed.

NEED HELP WITH SCHOOL CASH ONLINE?

If you require assistance, select the *GET HELP* option in the top right hand corner of the screen or contact School Cash Online – Parent Help Desk at 1-866-961-1803 or parenthelp@schoolcashionline.com.