

WESTPARK DAYCARE
6 HOWARD
D.D.O., H9A 2L2
TEL # 514 685-9680

May, 2014

Dear Parents,

Attached is the registration package for daycare 2014/2015. Please review the registration form carefully, make the necessary changes. **Update** any information required on the registration form. Please ensure that you include your child's Medicare card number with expiry date and additional information (**e-mail address** phone #'s, authorized persons for pick-up, medical conditions, etc.). It is very important to **complete the form and read the Parent Handbook on our web site 2014-2015** before returning it.

As of September 2014 here are the preferred ways to pay lunch & daycare fees (only):

1. Internet payments
2. Cheques
3. If the above methods of payment cannot be used, we will accept cash!

The Post-dated cheques (the name of the child on the bottom left hand corner of the check) for daycare fees must be attached to the registration form. Please refer to the fee schedule for the amounts and dates of the post-dated cheques.

In circumstances where custody issues occur, please forward any legal documentation (court papers) along with written pick-up instructions. Information concerning your child/children is confidential. The daycare requires this information apart from the school's records.

Ped-Day registrations will be offered throughout the school year. You may register your children for these days as long as the **deadline dates** for registration are respected.

Please:

- ***Make sure to include all required information and print neatly when completing the registration form.***
- ***We have had numerous problems contacting parents when we have not been made aware of these changes. (Important to include main payer's S.I.N. #, sign and date the form on the second page)***
- ***Review the Daycare Rules with your children.***
- ***Write the name(s) and room number(s) of your children on the cheques,***
- ***Send the form in with your (postdated) cheques, by: Friday June 13, 2014***

If you have any questions concerning the registration form, please feel free to call us at 514- 685-9680

Thank you!!

Margaret Gogoris.