



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER
SIR WILFRID LAURIER SCHOOL BOARD

Dear Parents,

SUBJECT: Daycare Online payments

The Sir Wilfrid Laurier School Board offers daycare online payments.

Here are the steps you will need to do: your statement of account will show an individual reference number just above the contact information for each parent. The reference number consists of 18 numeric and alphanumeric digits beginning with the letters **SG**. Each parent will be given a unique individual reference number and must use that number when paying online in order to have the correct information on the official receipts. The same reference number will be use all through your child daycare journey in the same school.

The following banks accept payments:

- Caisse Desjardins (commission scolaire Sir-Wilfrid-laurier – service de garde (QC)) – établissement d'enseignement)
(Sir-Wilfrid-Laurier School Board – Daycare (QC) – Educational institutions)
- CIBC
- TD
- Royal Bank
- National Bank
- Scotia Bank
- BMO
- Laurentian

When you log on your bank's online payment feature you will see *Sir-Wilfrid-Laurier School Board – Daycare* as the payee. Enter your individual reference number starting with the letters **SG**. Do not enter any spaces.

If you have more than one child attending daycare, you may enter the total amount due in one online payment using only one reference number. The system will automatically breakdown the payment between members of the same family.

Please note that it will take 3 to 5 business days for payments to be processed through your bank.

For more information, please contact the Daycare Technician at your school.

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