



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

## SUBJECT: Online Payment of Daycare Fees

Dear Parents,

Given the COVID-19 pandemic, we wish to remind you that it is possible to pay certain school fees online with most major banks.

This is to inform you that, each month, you will receive your statement of account by e-mail. The statement contains an individual reference number, just above the contact information for each parent. This is an alphanumeric code comprised of the letters SG and 16 digits: (for example, SG 012 3456789 012345).

Each parent has a unique reference number which must be entered when paying online, so that the correct information appears on the official tax receipts. Please note that tax receipts will be issued to the parent who pays the invoice.

Online payments are accepted at most major financial institutions including the following:



When you log into your bank's online payment feature, enter the name Sir Wilfrid Laurier School Board – Daycare or SDG as the payee then click on the search function. As certain banks do not always use the full name of our school board, look for words like Wilfrid or Laurier in the list. 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 break down 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 Secretary at your school.



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