

## Registration Information

- Registration typically takes place the third Monday of each month (please see current monthly calendar for exact dates) beginning at 10:00am for programs requiring payment and 1:30pm for all other programs/services.
- Programs requiring payment must be paid upon registration. If you are in need of financial assistance, please call 519-571-1626 ext. 25 BEFORE registration begins to make arrangements.
- Refunds requested before the program starts will be subject to a \$5 administration fee. Refunds will NOT be processed once programs have started.
- PEER Program Registration Steps: (which includes; Creative Cooking, Parenting in New Society and Social Club)
  1. Obtain a form from the front desk staff or visit our website to download a form
  2. Return form to staff at the front desk or e-mail to [ourplace@ourplacekw.ca](mailto:ourplace@ourplacekw.ca)
  3. Staff will contact ONLY those whose names were put on the list to inform them that they have been registered. \*If the program requires payment then they will then have 72 hours (3 days) in which to confirm their registration with payment\*
  4. In an effort to register additional people in Social Club Infants less than 6 months can stay with you in group.
  5. Peer passes are available for a fee of \$5 for Creative Cooking. Passes are available only if space is available in the peer program that morning. Participants will have already signed in as drop in and must have their children in the early learning program before obtaining a peer pass. Peer passes are to be given out by the facilitator only. Participants then take the pass back to the front reception to pay the appropriate fee.