



École Woodward Hill Elementary

6082 - 142nd St., Surrey, B.C. V3X 1C1

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Dear École Woodward Hill Parent/Guardian(s):

Please see instructions below on how to sign up for our school's newsletter if you haven't done so already! Being a part of our school's newsletter mailing list is the best way to receive the most up to date information we send out to our community.

1. On our website, scroll down the home page to the "e-mail list" and type your email address in the white box and click "I agree to the terms and conditions" then click the green "Submit" button.

EMAIL LIST
Sign up to receive communications from
École Woodward Hill:
Enter your email address ... **SUBMIT**
 I agree to the [terms and conditions](#)
[Manage Mailing List](#)

2. After signing up, you will see the following message:

NEWSLETTER SUBSCRIPTION

Newsletter Subscription

You will receive an email containing a verification link from us shortly. You must click on the verification link in order to confirm your email address and activate your newsletter subscription.

If you don't see that email in your inbox soon, check your junk mail or spam for an email from donotreply@surreyschools.ca.

3. Please check your e-mail/junk folder to activate your Subscription to the newsletter.

This year, École Woodward Hill Elementary will be using School Cash Online for payments going forward, which provides you with the convenience of paying for agendas, and other fees electronically. We really want to save you time when paying for school expenses, so we can't wait for you to take advantage of this opportunity. School Cash Online is a great way to pay without the need for cash or cheques! Please let the office know if you need help in getting registered.

- Step 1: Please go onto the Woodward Hill Website to register
- Step 2: Click on the "parent" heading in the ribbon at the top and then select "pay fees online" to register. (It takes less than 5 minutes!). This will direct you to the School Cash Online website.
- Step 3: Register by selecting the "Register" button and follow the steps.
- Step 4: After you receive the confirmation email, please go to the School Cash Online website and login in and add each of your children to your household account.
- Step 5: Once you have signed up, every time your student has a fee to pay you will get a e-mail notification to sign in and pay that fee.



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