

## The *Low-Cost Bike Helmet Initiative*

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### How do Manitoba Child Care facilities participate?

1. **Contact Person** – We ask that you designate a contact person.
2. **Order Forms** – Enclosed is your Child Care facility's helmet ordering package containing six order forms and parent letters. The contact person will distribute one order form and cover letter to any interested families. Additional forms and a cover letter template may be downloaded at: [www.gov.mb.ca/healthyliving/bikesafety/helmets](http://www.gov.mb.ca/healthyliving/bikesafety/helmets). Your facility is welcome to purchase helmets for purposes of your own programming.
3. **Order Deadline** – Families are to return their orders with payment by cheque no later than **February 11, 2011**.
4. **Payment by Cheque** – Cheques should be made out to the Materials Distribution Agency (MDA). Where the surnames of the parent and child differ, please list the child's name on the cheque. **Note:** orders will not be filled for NSF cheques returned by the bank.
5. **Payment by Cash** – In order to expedite ordering, we are requesting that facilities submit one cheque for all families paying cash for their helmets rather than forwarding cash to MDA. Please do not send cash with your facility's order.
6. **Facility Deadline for Order Submission** – Contact persons must send the completed order forms with payment to MDA by **February 22, 2011**, using the envelope provided. In order to ensure timely delivery of the helmets, late orders can not be accepted.
7. **Record Keeping** – We strongly recommend that facilities keep a copy of each child's order form. This will be helpful when helmets are being handed out in April.
8. **Helmet Delivery** – Orders will be delivered to facilities in April 2011.
9. **Free helmets** – Manitoba Healthy Living, Youth and Seniors will provide a limited number of free helmets for families facing financial barriers. Two to three helmets per facility will be provided at no charge for families who are unable to purchase one. You can identify two or three families requiring a free helmet and should complete an order form on the family's behalf. Please ensure that the correct size and style of helmet is ordered for the child and indicate "free helmet" in the payment section of the order form.

If you have questions or require additional information about the *Low-Cost Bike Helmet Initiative*, please contact Ms. Kathleen Burr, Client Services Supervisor, MDA, by phone at 204-945-5908 in Winnipeg; or by email at [kathleen.burr@gov.mb.ca](mailto:kathleen.burr@gov.mb.ca).