



PAY ONLINE

Dear Parents,

We are pleased to be able to continue to offer the on-line payment method for the 2016-2017 school year. We have had very positive feedback from parents who have used this system and we encourage you to try it for all of your daycare/ lunch program fees.

For those of you new to this method of payment, here is how it works:

A reference number will appear on the statement of account of each child, under the contact information of each parent (different numbers for father and mother). You must then be careful to use the number assigned to you.

If you have more than one child attending daycare, we suggest that you use only one reference number, add all the balances due and make one online payment only, covering the total balance due for the whole family. The breakdown will be made automatically between members of the same family.

You must enter this reference number, **without spaces**, every time you make a payment online. The reference number is comprised of **19** numeric and alphanumeric characters and starts with **SG**. The reference number is specific to one daycare. If your child changes daycare, another reference number will be assigned to you.

A hard copy or **email** copy of the statement of account will be sent to you every month. **Please make your online payment upon receipt of the statement of account.** The official receipts will be issued to the payer (father or mother).

When making your first online payment, you will have to perform the “add payee” operation. In the **search box**, enter “**Lester B or Pearson**” & it will list: **COMM SCOL LESTER B PEARSON – DAYCARE OR S GARDE**: Below is the list of financial institutions that will access Internet payments:

- **Caisses Desjardin:**
- **Royal Bank:**
- **Scotiabank:**
- **CIBC:**
- **National Bank:**
- **BMO – Bank of Montreal:**
- **TD –Toronto Dominion:**
- **Laurentian Bank:**

If you cannot find the “payee” please contact your bank.

If you have any questions, do not hesitate to contact Karen Heather at (514) 595-2093 or kheather@lbpsb.qc.ca

Thank you,

Alana Quinn-Leroux
Principal