

## **ONLINE PAYMENT INFORMATION**

Online payment is safe and preferred method. A separate reference number will be assigned to the payer (father or mother). The reference number will appear on the statement of account, under the contact information of each person (father or mother). Please make sure that you are using this number when making your payment online. Mother and father numbers are not the same. 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/school. If your child changes school, another reference number will be assigned to you.

Tax receipts are issued to the payer, according to the reference number used (father or mother). A reference number will be assigned to every child from the same family.

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 the members of the same family.

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**

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