

St John Fisher Jr Lunch & Daycare Programs

January 2017

Subject: Internet Payment of Lunch and Daycare Fees

Dear Daycare and Lunch Parents/Guardians,

If you choose to use the online payment method please follow the instructions listed below, once you have received your first statement of account. Statements are emailed to all parents by the middle of each month. **Please make your online payment upon receipt of the statement of account.** The official income tax receipts will be issued to the individual payers in February 2015.

You will find a **reference number** on the statement of account for each child, above the contact information for each parent/guardian. A different number will be assigned to each parent/guardian and you must be careful to only use the number assigned to you as this will be reflected in your income tax receipt.

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.

If you have more than one child attending our daycare at **St John Fisher Junior**, we suggest that you use only one reference number and make one online payment for all the children in our lunch or daycare program. The funds will be automatically distributed to each individual account you have at St John Fisher Junior. If you also have a child at **St John Fisher Senior** school please make a **separate payment** using your code for the senior school.

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 accept internet payments:

- **Caisses Desjardins**
- **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 our Daycare Coordinator, Ruta Krauza, at 514-694-7144 or via email at rkrauza@lbpsb.qc.ca

Thank you,

M. Patrice Delage
Principal