

a) Payment Methods

A statement of account will be sent (by email/Mozaik portal) to all users at the beginning of each month. Daycare and Lunch Program Services fees can be paid by Internet. You must pay upon receipt of the statement of account at the beginning of the month¹.

It is required to make one (1) payment per child.

INTERNET PAYMENT



Online payment is a safe and preferred method & you can register anytime!

1. Access the website of your financial institution.
2. Select payments & transfers - add payee.
3. In the **search box**, enter **COMM SCOL LESTER B PEARSON – DAYCARE OR S-GARDE / LESTER B PEARSON - DAYCARE OR S-GARDE**.
 - **ATTENTION:** Do not select Lester B Pearson- Effets scolaire - this payee is for school fees only.
4. You will be prompted to enter a 19 digits alphanumeric account number after the **SG**.
 - **ATTENTION:** A separate 19 digits alphanumeric number is assigned to the payer (father or mother). This number will appear on the statement of account, under the contact information of each person. Please make sure to select the correct one.
 - A separate **SG** 19 digits alphanumeric number will be assigned per child, per payer. As mentioned above, 1 payment per child, you will need to add another payee as indicated above. Tax receipts will be issued to the payer based on the reference number used. It is very important to verify that it matches the payer paying the invoice.
 - **Therefore, the reference number is specific to one school.** If your child changes schools, another reference number will be assigned to you. This includes from JR to SR school.

If you require any help making your internet payment, please contact customer service of your financial institution. Here are those who offer internet payments:

Desjardins	RBC Royal Bank	Scotiabank
CIBC	National Bank	BMO-Bank of Montreal
TD	Laurentian Bank	Tangerine
HSBC		

¹ Please note that the Daycare/Lunch Program Services can require parents to pay for the service at the start of each month, without contravening any applicable law: <https://www.legisquebec.gouv.qc.ca/en/document/cs/p-40.1>