

Allion Daycare/Lunch Online Bank Payment Information

Dear Parents,

We invite you to use the internet payment option. You may choose this method of payment at any time. This method of payment is used solely to pay daycare or lunch program fees only.

A reference number will appear on the statement of account of each child, under the contact information of each parent (different numbers for each parent starting with SG.....) You must be careful and use the number assigned to you as your payments will be reflected on the income tax receipts forwarded at the end of February.

If you have more than one child attending daycare, you must pay each account individually per child. The reference number is to be entered, **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, Allion. Should your child change daycare to another school, another reference number will be assigned to you.

A copy of the "statement of account" will be emailed directly each month. Please advise the main office regarding any changes to your email address as soon as possible. Please make payments upon receipt of the statement of account. Official receipts will be issued to the payer (parent 1, parent 2, guardian).

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 SGARDE**: Below is the list of financial institutions that will access internet payments:

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

If you have any questions, do not hesitate to contact Linda Aubertin, Daycare Technician at (514) 595-2138 laubertin@lbpearson.ca

Thank you,

Josie D'adamo

Principal