Lester B. Pearson
School Board

Commission scolaire
Lester-B.-Pearson

BEECHWOOD ELEMENTARY SCHOOL

13155, rue Shelborne, Pierrefonds (Québec) H9A 1L4
Tel.: (514) 626-3484   Fax: (514) 626-5547
beechwood.lbpsb.qc.ca

Dear Beechwood Parents,

We invite you to use the **Internet payments**. 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 father and mother). You must then be careful and 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 the members of a 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 question, do not hesitate to contact Donna Pinchuk (514) 780-8971

Regards,

Principal