



Académie John Caboto Academy

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www.emsb.qc.ca/johncaboto

September 2023

LUNCHROOM SERVICES PAYMENT PLAN

Dear Parents/Guardians,

I hope this letter finds you and your family well. The 2023-2024 school year is well under way and collectively, we are committed to working to provide a quality experience for our students.

The lunch supervision fee for the 2023-2024 school year is \$1.25 per day/per child. Your monthly statement will be issued to you by email each month.

Registration:

A registration form will be sent to you. Please review the information, sign and return.

For audit purposes, we are obliged to ensure that all forms and payments are received by the due date for all children using our services.

Payment Methods

- **Online Banking:** Attached are the steps for registration for first time on-line payments
- **Cheque:** Made payable to **John Caboto Academy**. Clearly print your child's name and homeroom on the front of the cheque(s).
- **Cash:** If paying by cash please ensure that the exact amount is given.

Please Note:

We encourage you to send your child in with a reusable water bottle which they will be permitted to refill.

Mr. Patrizia Tummillo
Principal

Académie John Caboto Academy.....In The Community.....For The Community



Commission scolaire English-Montréal
English Montreal School Board

Online Banking Procedure: Lunch Program

The English Montreal School Board and John Caboto Academy are pleased to offer parents the option of online banking. You may choose this method of payment at any time.

Step 1:

A **reference number** will appear on the **monthly statement of account** for each child under the contact information of each parent (different numbers for parent(s)).

Example:

Mark xxxxx: SG07336995500117623

Anita xxxxz: SG07336995500117622

You **must** use the reference number assigned and enter it, **without spaces**.

The reference number is comprised of **19 alphanumeric characters** and starts with **LH**.

Step 2:

A paper 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 (s).

Step 3:

When making your first online payment, you will have to perform the '**add payee**' operation in order to register the School Board with your bank.

Enter the company name (**EMSB – John Caboto Academy**) and select: **EMSB – John Caboto Academy**. This step must be repeated for every child that is registered.

You can pay your Lunch Program fees by online banking with one of the financial institutions listed below:

- Caisse Desjardins
- Royal Bank
- Scotiabank
- National Bank
- Laurentian Bank
- TD-Toronto Dominion
- BMO-Bank of Montreal

Please note that it will take a minimum of 3-5 business days for payments to be processed through your bank.

If you have any questions, please do not hesitate to contact your daycare technician **Sandra Petrillo at 514-381-1138 or spetrillo@emsb.qc.ca** and for any other banking related issues, please contact your Financial Institution.

Thank you,

Principal
Patrizia Tummillo