



## École Honoré Mercier School

**Address:** 8280 Rue de Nantes, Saint-Léonard, QC H1P 2J1

**Phone:** [\(514\) 323-2980](tel:5143232980) **B.A.S.E. office:** 514-323-4023

### Memo to Parents

Wednesday, September 25, 2024

#### **Subject:**

- First Invoices
- PPI letter – payment online

Dear Parents,

#### **First Invoices**

By the end of the week first invoices will be transmitted to parents by email from the daycare technician. Invoices received will either be titled Honoré Mercier School which is for lunch fees or Honoré Mercier Daycare for B.A.S.E. daycare fees. If you're receiving both your child(ren) have a sporadic attendance in B.A.S.E. A friendly reminder that all students in K4 and K5 whether they're part of the morning and/or afternoon program daycare program, pay lunch fees to daycare. With many changes in registrations that have occurred we want to ensure all statements are correct. Please verify the invoices to ensure no errors and /or discrepancies. If there are questions, possible errors or if you'd like to review the statement please kindly contact the daycare technician

#### **PPI letter- payment online**

Parents will receive PPI letters in your child(ren)'s agenda this week. The letter details how to setup online payments for lunch fees and daycare fees. Depending which category, you fall under your letter will either indicate school or daycare. Parents will receive both if your child(ren) attend daycare sporadically. The letter will indicate a code for each parent. Parents in a joint custody may contact the daycare technician for a second copy if needed. For parents who have used the online payment system in the past your codes remain the same. Please note that this system cannot be used for any other fees besides lunch or daycare.

Kind regards,

Marco DeCrescentis  
Honoré Mercier Daycare technician