

PARENT ONLINE PAYMENT SYSTEM (PAYSCHOOLS CENTRAL)

For your convenience, we have a secure internet-based payment system: PaySchools Central. This allows you the option of depositing funds for your child's **Cafeteria Account** on-line via credit card or e-check.

The website for access to this system is <http://www.payschoolscentral.com>. This website can also be accessed through the District's homepage, www.spfk12.org, under FAMILIES. When visiting the PaySchools website for the first time, it is recommended that you review the "Information (FAQ)" tab.

To register on this site, you should have the following information available:

- Your name, address & phone (parent/guardian)
- MasterCard/Visa or Checking Account information (required to sign up for the site: there is no charge for signing up for or visiting this site, you are not required to process transactions through this site if you register); it is a great way to keep track of your child's purchases
- Your email address
- Your child's:
 - School
 - Grade Level
 - First & Last Name (as in student database)
 - Student ID Number (available from the School Office)

Please note that there is a fee per transaction as follows: credit card fee is 3.95% for transactions >\$50 or \$1.65 for transactions < \$50; ach fee is \$1.75. There is no charge to register for the site in order to get email alerts or view items that were purchased.

PaySchools allows you to receive automated emails detailing your child's account balance, review which items were purchased, and receive alerts if there is a low balance, regardless of your payment method. Additionally, there is an option for "auto-replenishment" which allows you to set up a low-balance threshold and automatically replenish your child's cafeteria account. Student balances are updated immediately.

While checks and cash may still be sent in to the schools without a convenience fee, our hope is that many parents will appreciate the ease and convenience of pre-paying online for their child's lunches. Checks and cash can be sent in to your child's school to be deposited into your child's cafeteria account any day in a sealed envelope with your child's name and student ID clearly labeled on the envelope. Checks must be payable to the Scotch Plains-Fanwood Board of Education with the child's name and student ID written in the memo line.

Please alert the school office staff if your child is never permitted to purchase lunch or bottled water. It will be noted in our computer system.