

After School Payments Update! 😊

Effective August 24, 2015

For many great reasons we will now use the funds in your student's **FOOD SERVICES** account to pay for After School as well as Lunch. We have discontinued paper punch cards and any remaining balance has been credited to your student's Food Services account. The After School staff will now charge every After School visit to the student's Food Service account.

THE NEW WAY TO PAY FOR AFTER SCHOOL: You will no longer see After School as a payment item in Schoolpay. You will now make payments in the **Food Services** section of your Schoolpay.com account in order to have funds available for After School (and Lunch).

This is good news for you!

- 1) View After School and Lunch charges all in one place. Each charge will be clearly labeled in our Food Services program as After School vs. Lunch (not on Schoolpay).
- 2) View a student's real-time balance at any time in Schoolpay.
- 3) Easily avoid a negative balance by customizing your Schoolpay **Food Services** settings to program automatic payments of an amount you choose, or to alert you when the balance is getting low so you can make a manual payment. (Click on the cog icon next to each child's name in Schoolpay Food Services section to customize settings.)
- 4) Receive automatic email reminders when your balance is negative (or drops to whatever balance level you specify).

REMEMBER:

- Minimum of \$25 for each deposit please. This will help save ECCA money in per transaction fees. If you have set up an auto payment for less than this amount, please log in and adjust your settings.
- If online payment is a problem, you can always bring Cash or Check to the office and the Accounting Manager will credit your Food Services account. Please label your payment with student name.
- Moving funds from one sibling account to another is easy. Simply contact the Accounting Manager with your request.
- Unused funds will roll over to the following school year, or will be refunded upon request.

Please let the Accounting Manager know if you have any questions!

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