

April 2017 K-12 Meal Payment Form

The *April 2017 K-12 Meal Payment Form* is on the reverse side of this form and a lunch menu is available for reference on www.collegiumcharter.com. Families sending payments directly into school should complete the form and return it to school with payment as soon as possible, as processing may take up to five days before the payment is available for your child. Please use one form per student and remember to include their name, grade, homeroom teacher, and PIN. A student's PIN never changes and new students receive their PINs during their first week of school. *MySchoolAccount* is the faster, preferred way to fund meal accounts – and there's no need to complete or return forms!

CCS families have access to www.MySchoolAccount.com, a web-based application that's very easy to use. Families can make an online payment up until midnight from their checking or savings accounts and have deposits made for the very next day into all of their children's meal accounts. You can see what your child has eaten over the last 30 days, check account balances, move money between your children's meal accounts, and request an automatic email notification for low account balances. In order to take advantage of this online feature, visit www.MySchoolAccount.com and follow the prompts to create a *Parent Account*. You will need to know your child's birth date and student ID (their lunch PIN). It takes less than ten minutes to set up – it really is easy! Student records are updated nightly and all transactions occur over secure connections. If you've already set up an account for your child, your login is still valid as it does not change from school year to school year.

Families may apply for the *Free and Reduced Price School Meal Program* at any time during the school year. The *Free and Reduced Price School Meals Family Application* is available in the *Food Service* section of the CCS website at www.collegiumcharter.com or from our Main Offices on campus, or you can access the information and apply online at www.humanservices.state.pa.us/compass. This is a family application; only one per household need be submitted.

As a reminder, if your child has an allergy to any food product, a doctor's note must be submitted to the Food Service Department to be kept on file. In accordance with *PA Department of Education* regulations, please submit an updated doctor's note at the beginning of each school year.

- **Please allow five (5) days for payments sent to school to be posted to your child's account.**
- K-3 lunch purchases must be prepaid, do not send cash. Due to the volume of purchases cash cannot be accepted in the K-3 lunch lines.
- Payments that come in on a daily basis will not be available for your child as they are not processed by lunchtime. Payment to a student's account should be prepaid monthly unless this creates a financial hardship for your family. If so, please pay bi-weekly or weekly, not daily.
- The lunch meal cost for grades **K-5 is \$3.15, grades 6-8 is \$3.25, and grades 9-12 is \$3.40** with increases correlating to larger portions of food.
- Students eligible for free or reduced lunches/breakfasts are only eligible for the meal-of-the-day or the peanut butter & jelly meal. They may not choose any a la carte items in lieu of the meal.
- Returned checks will incur an additional returned check fee and all future payments to CCS must be paid by cash or money order.
- Students with zero/negative balances may receive alternative meals as indicated in the *Meal Payment/Charging Policy*.
- If prepaid, milk may be charged to a student's account. **Milk is \$.70.**
- **The breakfast meal is \$2.00** and it is preferable that students use their meal account for breakfast meals. A K-6 student's account may be used for meal-of-the-day purchases only, not for a la carte items*. Separate cash and carry a la carte items are available from \$.50 to \$3.50. Breakfast is available for grades K-5 from 7:40am until 8:10am and for grades 6-12 from 7:05am to 7:25am.

If you have any questions, please contact Mr. Mike Ely, our Food Service Manager, at 610-903-6371 or miely@ccs.us.

**HS students may use their Food Service accounts to make a la carte purchases. Collegium is piloting a new program allowing MS students to make a la carte purchases using their Food Service accounts.*



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Please return this page with payment as soon as possible. To ensure availability, please allow 5 school days for the payment to be posted to your child's account. For next day availability, use www.MySchoolAccount.com. Alternative lunches may be provided for students with negative account balances, per the CCS *Meal Payment/Charging Policy*.

Complete this section and remit with payment in a sealed envelope.

Student's Name:	
Grade:	Building Number: <input type="checkbox"/> 150 <input type="checkbox"/> 468/486 <input type="checkbox"/> 500 <input type="checkbox"/> 515 <input type="checkbox"/> 535
Homeroom Teacher:	Student's Food Service PIN:
Amount Paid:	Date Submitted:

Calculate Your Payment*

**The dates below are provided solely to assist families in calculating payments. They do not correspond to a day when a child may/may not purchase a meal of the day or milk.*

Please circle all the days you are ordering **Lunch With Milk**

April 3 4 5 6 7 18 19 20 21 24 25 26 27 28

Please circle all the days you are ordering **Breakfast With Milk**

April 3 4 5 6 7 18 19 20 21 24 25 26 27 28

Please circle all the days you are ordering **Just Milk**

April 3 4 5 6 7 18 19 20 21 24 25 26 27 28

Please Calculate the Amount of Money Due:

Lunches w/ Milk by Grade/ ****Cost:** K-6 = \$3.15 7/8 = \$3.25 9-12 = \$3.40

Number of Lunches w/ Milk _____	x **Cost =	
(K-5) 14 Lunches @ \$3.15 per day = \$44.10		
(6-8) 14 Lunches @ \$3.25 per day = \$45.50		
(9-12) 14 Lunches @ \$3.40 per day = \$47.60		
Number of Reduced Lunches w/ Milk _____	x \$.40 =	
14 Lunches @ \$.40 per day = \$ 5.60 (approved reduced recipients only)		
Number of Breakfasts w/ Milk _____	x \$2.00 =	
14 Breakfasts @ \$2.00 per day = \$28.00		
Number of Reduced Breakfasts w/ Milk _____	x \$.30 =	
14 Breakfasts @ \$.30 per day = \$4.20 (approved reduced recipients only)		
Number of Milks _____	x \$.70 =	
14 Milks @ \$.70 per day = \$9.80		
	Total Due	

Please make checks/money orders payable to *Collegium Charter School* and please indicate your child's food service PIN on the memo line. Return this form with payment in an envelope to CCS, allowing 5 school days for the payment to be posted and available in your child's meal account. For overnight posting and availability, use www.MySchoolAccount.com. Alternative lunches may be provided for students with negative account balances, per the CCS *Meal Payment/Charging Policy*.

For Office Use Only

Check #:	Money Order #:	Cash:
Amount:	Date:	Posted By: