

EAST AMWELL TOWNSHIP SCHOOL

43 Wertsville Road, P.O. Box 680

Ringoes, New Jersey 08551-0135

Telephone: (908) 782-6464

Fax: (908) 782-1298

John Capuano

Principal

jcapuano@eastamwell.org

Edward F. Stoloski

Superintendent

estoloski@eastamwell.org

Heidi Gara

Board Secretary/SBA

hgara@eastamwell.org

Dear Parents & Guardians:

For those of you who are new to the East Amwell Township School and to those of you who have already seen this information but might need it as a reference, the following is important information regarding the point of sale (POS) system in the cafeteria. If you previously had an account in Payfortit, you can use the same credentials to login to www.payschoolscentral.com.

PARENTS/GUARDIANS - You will have access to the system to view your child's eating choices and check account balances. Navigate your web browser to www.payschoolscentral.com and follow the instructions. Select the "Register" option at the bottom of the sign in screen. The screens will guide you through the process to establish your account.

- You will be prompted to enter your contact data, a password, payment information, etc.
- You will need to indicate which student(s) to attach to your account. Students will be pre-loaded in the Payschoolscentral system. Payschoolscentral utilizes the same student ID used by Genesis, the school's student database. To find student ID numbers, log into the Parent Portal of Genesis, click on "select student" and you should see two identification numbers. The six digit student ID will be the one that you will use to register the student in the Payschoolscentral system, and the Pin number, which the student will use in the school cafeteria. Once all information is entered, Payschoolscentral will email a validation code for you to confirm the registration. Once confirmed you can begin using Payschoolscentral as often as you'd like.

You can fund your student's Point of Sale (POS) account in one of the following ways:

- 1) Send deposits directly to your school cafeteria. Checks/Money Orders are made payable to "East Amwell Township School." Please identify your payment with your child's name, grade and homeroom section for accurate processing.
- 2) On-line through your account in Payschoolscentral.

When choosing option (2), it is recommended that you take advantage of the "auto-replenishment" option, which allows you to set up a low balance threshold. It will automatically debit your bank account and replenish the balance when it gets too low.

While you will use Payschoolscentral to view account balances and see how your child is spending lunch money, payment on account through the Payschoolscentral system **is optional**. If you choose to use Payforit.net, you will incur a convenience fee which does not benefit Maschio's nor East Amwell Township School. The internet convenience fee is **4.25% for credit card transactions** and for **ACH/Direct Bank Account, it is a flat \$1.75** per transaction. Cash will continue to be accepted for payments on account; however, our hope is that many parents appreciate the ease and convenience of pre-paying for their child's cafeteria purchases using either option 1 or 2.

Note that all funds left in your child's account at the end of the school year will be "rolled over" to the following school year. Please see the attached policy and procedures list for further information. If you have any questions, you may contact **Joy Popov, Cafeteria Manager at jpopov@eastamwell.org** or Judy Holladay at jholladay@eastamwell.org

Sincerely,



Heidi Gara

School Business Administrator

POLICY/PROCEDURES CAFETERIA POS

- Each year, students will receive an individualized ID card with their pin number
 - a. The card can be scanned or the PIN number keyed
 - K-2 will only use cards and teachers will retain their cards in the classroom
 - Older children will need to memorize their six digit pin to avoid costs associated with reprinting a lost card.
 - b. When the card is scanned or id number keyed, the student's picture will appear on the screen
 - c. Cards may be printed and laminated at the school or supplied by Life Touch
 - d. The pin number is the six digit number assigned to students upon entering East Amwell School. The first two digits represent the year of their graduation from high school and the last four are system generated. Their pin number will be the same during their tenure at East Amwell School and will carry over to Central upon leaving 8th grade.

- A child using another student's card may be violating the school code of conduct

- A \$2.00 charge will be automatically deducted from a student's account to reprint a lost card. Replacement cards will be created at the school.

- The system will generate a low balance letter that can be e-mailed to the parent/guardian

- Parent and/or guardian will have a choice of sending in check/cash to replenish their student's account or using the Payforit on-line system.

- Cash will continue to be accepted at the cash register during lunch; however, we hope to be able to eventually eliminate that process so that you, as a parent, can view

- Any **negative** balances on account at year end must be paid before the last day of school.

- Balances on account
 - a. EOY balances will carry forward to the next school year
 - b. Upon request, 8th grade student balances can be transferred to a sibling account
 - c. For 8th graders or students moving out of district, any balance left on account less than \$10 will not be refunded; be sure your student depletes his/her balance before leaving the district
 - d. For 8th graders or students moving out of district, any balance \$10 or more will be refunded following a request submitted in writing to the Board office. The request must be made prior to the end of the school year.