

RIVERSIDE ACADEMY
CAFETERIA LUNCH ACCOUNT POLICY
2015-2016

All students are required to use QSP, which is a system of pre-paying for your child's lunch and/or snacks. Each student has a separate account and student number.

MONEY FOR LUNCH ACCOUNTS: Students must drop their deposits into the locked deposit box located on the information table by the front office. PLEASE HAVE STUDENTS' FIRST NAME AND LAST NAME ON ENVELOPE OR CHECK. Deposits that are turned in by 8:30 AM will be applied to the students' accounts by recess. Deposits dropped in the deposit box after 8:30 AM will not be applied to the students' account until the next school day. We will continue to have separate accounts for each student. We can accept one check for several students' accounts. Please write each student's name on the check and the amount you would like deposited to each student's account on the check or a separate piece of paper. If your student had money in his/her account at the end of the school year, that money will be in his/her account at the start of the next school year.

Parents may access their child's account to pay online or view activity by logging on to: www.payforit.net. Your child's unique student number will be needed to sign up (Unique Student # starts with 9850).

STUDENTS WILL ALSO BE RESPONSIBLE FOR KEEPING TRACK OF THEIR ACCOUNT BALANCES.

LOW BALANCES BELOW \$10.00: Students will be informed of their account balance once it drops below \$10.00.

Elementary students will receive a receipt once their balance reaches \$5.00.

NEGATIVE ACCOUNTS: ONCE A STUDENT'S ACCOUNT ACCRUES A NEGATIVE BALANCE, RECESS ITEMS, ALA-CARTE, SECOND LUNCHES, OR SNACKS MAY NOT BE PURCHASED.

NEGATIVE ACCOUNT BALANCES OF- \$25.00: The student will not be able to purchase anything in the cafeteria until the balance is paid.

RESTRICTIONS: Elementary students are only allowed ONE SNACK/DAY. In the event you wish to allow the student to have more than one snack, please put this on the enrollment form.

BALANCES: If you would like information on your child's lunch account, please contact Lee Dupepe, Cafeteria Supervisor at 985 536 4246 ext 219 or email ldupepe@riversideacademy.com.

LUNCH MINDER ENROLLMENT FORM

Student Name: _____

Student ID#: _____ **Grade:** _____

Payment: _____ **Cash:** _____ **Check:** _____ # _____

Parent's Signature: _____

Restrictions: _____