

How to pay by check or cash

Prepayment by check is accepted at all schools. Cash can be accepted at any school as well but it is strongly discouraged for grades K-5 and not the preferred method of payment for higher grade levels. Please keep in mind that if you send cash with your student it is extremely difficult for food service, the teacher and administrators to determine what happened if that payment is not received by the cafeteria.

Checks are to be made out to ELLIS SCHOOL LUNCH PROGRAM.

Please write your student's name (and account number, if available) on the "Memo" line of the check. For your convenience we do accept checks written to fund multiple student accounts. If you wish to send one check to be applied to multiple student's accounts, please include a note with the names (and account numbers if available) of each student, and the amount of money to be applied to each student's account.

Checks returned for insufficient funds will be charged a \$25 dollar bounce fee from Ellis School.

Funds deposited by check or cash will be available in the student's account on the day they are received. Funds on student accounts are available for purchases of any cafeteria items. You do have the ability to restrict account funds so they are only used for full meal purchases and/or to set limits on non-meal (a la carte) purchases. Please contact Food Service Director Carole Humes if you would like a restriction or note placed on a student's account.

The specific procedures for receiving payments:

ELLIS SCHOOL

Student will give any money in an envelope, with student's first and last name clearly written, for cafeteria to teacher in beginning of the day. Teacher is responsible to bring to office to be put in lunch room mailbox. Mailbox is checked by FSD three times per day, these being @ beginning of day, half hour before lunch begins and at end of day after lunches are complete.