

Lunch Payments Procedures

By now you are probably aware that lunch payments will be handled separately from tuition payments. We have just received word from our software provider that the first payment for student lunches must be made through the school office. As soon as we receive your check, we will post it on your family's account. (All children in a family will draw from one lunch account.)

The following are step-by-step instructions for putting additional money into your account once you have made the initial deposit described above:

- 1) Access your account on ParentsWeb.
- 2) Click on the "Accounting" button on the left side of the page.
- 3) Under the section called "Accounting System" you will find a box labeled "Lunch". (This will not appear until after the school has deposited your first check into your family's account.)
- 4) You now have the option of depositing additional funds several ways: using a credit/debit card (this will cost you **2.99%** of the amount you are depositing), transferring funds electronically into your account (this will cost you **85 cents**), or continuing to send checks to the Business Office. We will deposit funds for you at **no charge**.
- 5) Any payment dropped off at the school before 9 AM will be posted into your account prior to the start of lunch that day.

Please send in your initial lunch payment today so that funds will be available for your child to eat the first day of school.

Parents who want to eat lunch at LCS with their child may also pay for lunch by debiting their account.

Please contact the Business Office with questions.

John Douglass
Business Manager
(863) 688-2771