

Dear parents,

We are excited to announce that this year we will continue to utilize our new payment option that was implemented last year for our students in the Cougar Café. In the past the only way to purchase food from our cafeteria was with cash in hand. This is still an option and fully accepted this year. In addition to this we have set up for every student the option of funding an account with our café and using their student ID number to “pay” for their food as they come through the register line each day. If you have had a child come through our elementary school, it is the exact system we use in “hot lunch” and you will be familiar with how it works.

How it works:

- Each family in the school has an account. Within each account, every child is listed and assigned a student ID (this is the same as their school ID).
- Each family will be sent an email with a “make payment” button. When you click on this button it will direct you to a secure page where you can fund your family account. **Note: your family account is for all your children that are within the school database. If you have children in elementary, middle and high school, they are all listed under the same account and therefore the money deposited in the family account is for all your children.**
- Once your family account is funded, your child can now purchase lunch using this account as their payment option.
- They will go through the lunch line, choose their items, go to the register and give their student ID number. At that point the total amount of their lunch will be deducted from your family account.
- Every Friday, a balance report will be sent to the email account that is attached to your family detail in our school record.
- If the account balance goes below \$10, you will receive an email reminding you to fund your account. **Please be aware of the amount in your lunch account always if you plan on allowing your children to purchase lunch from the Cougar Café. They will not be allowed to purchase lunch when their account is at \$0.**
- **If you have a negative balance from last year, you will be required to pay that before being able to purchase lunch.**

Please refer to the school website>current parents>forms>lunch menus for all our options and keep a lookout for fun new menu options to come this year. Please reach out to us with any questions about the Cougar Café at kitchen@ccphilly.org.

Jim Gibbs
Café Manager