

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. Please note that if the student brings in cash that it must be placed in a bag or envelope with the students full name, grade, teachers name and the amount enclosed.

Checks are to be made out to New Hartford Public School Hot 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 incur a \$20.00 charge for any check returned for insufficient funds.

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 Matt Eames if you would like a restriction or note placed on a student's account.

The specific procedures for receiving payments:

Ann Antolini School

The teacher of the student will collect any money that is for ala carte. It is then taken by the office and dropped off to the kitchen staff. The money is then put on the students account if applicable or used for the ala carte item they purchased.

Bakerville Consolidated School

The teacher of the student will collect any money that is for ala carte. It is then taken by the office and placed in a bin in the office for the kitchen staff to collect. The money is then put on the students account if applicable or used for the ala carte item they purchased.

New Hartford Elementary

The teacher of the student will collect any money that is for ala carte. It is then taken by the office and placed in the kitchen staff's mailbox. The kitchen staff then collects the money from the mailbox and puts it on the power lunch account of the students or used for the ala carte item ordered that day.