

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 *Somersworth School District*

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 \$25.00.

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 Tracey Fitch if you would like a restriction or note placed on a student's account.

The specific procedures for receiving payments:

Somersworth Elementary Schools

Checks and cash are sent to the cafeteria staff in class envelopes. The cashiers ring the money into the child's account.

Somersworth Middle School

The students will bring their checks or cash with them when they come in for breakfast or lunch.

Somersworth High School

The students will bring their checks or cash with them when they come in for breakfast or lunch.