

Mt. Vernon Community School Corporation

School Board

Kevin Burk
Bob Hiday
Shelton Oakes
Paul Riddle
Vernee Eads

1776 W. State Road 234
Fortville, IN 46040-9707
(317) 485-3100
Fax (317) 485-3113

Superintendent

Dr. William J. Riggs

Asst. Superintendent

Mr. Mike Horton

Business Manager

Beverly J. Baugh

February 16, 2011

Dear Parents,

We realize it can be difficult to keep track of fees and payments to the school corporation. To help simplify payment of school fees, Mt. Vernon Community Schools has enrolled in an internet-based service called Café Prepay. This service is a website where you can pay for lunches and snacks using your Visa, MasterCard, Discover or American Express.

Participation in this service is **voluntary**; you may enroll at any time. Also, please note that you will be charged a convenience fee of **\$2.50 per transaction**. Transactions made through Café Prepay before 10 a.m. should be available to students for that day's lunch purchases. Mt. Vernon Community Schools downloads payments from the Café Prepay website three times a day, so if you find that your payment isn't reflected in your student's balance update within 24 hours (during the normal school week) please contact the Food Service Director, Doris Johnson, at 485-3100 immediately.

Café Prepay enables parents to keep track of their child's account balance. In addition, the website offers Automatic Replenish. This is optimal for the student whose lunch spending varies greatly from day to day. With automatic replenish, when the student's account balance goes below a specified amount, another specified amount is then deposited into the student's account via credit card. Using "automatic replenish on low balance", the student will never run out of money. Conversely, your credit card will not be charged until the student's balance goes below the specified dollar amount.

Café Prepay also enables you to view your student's participation report, which means you can monitor your child's spending and see exactly what he's eating each day (via the Participation Report link).

To get started, you will first enroll at <http://www.mvcsc.k12.in.us/cafe>. You will be asked to enter your email address and a password, which will be used each time you log in. Please note that a valid email address is required and that Café Prepay stores any necessary personal information in a secure, offline database which is accessed only to process payments and send payment confirmations via email.

If you have questions that are not answered on the website please call the Food Service Director. We hope you find this service a convenient alternative.

Sincerely,

Doris Johnson, Food Service Director
485-3100

"Excellence in Education"