

**August 18, 2008**

Dear Parents,

We realize it can be difficult to keep track of fees and payments to the school district. To help simplify payment of school fees, **Bedford County Public Schools** has enrolled in an internet-based service called Café Prepay. The service is a website where you can pay for **your child's breakfast & lunch purchases**, using your **Visa, MasterCard, Discover Card or American Express Card**. The Direct Withdrawal option from your checking account is no longer an option that can be used for making payments. Participation in this service is voluntary and you may enroll at any time. You may also monitor your child's balance once you have enrolled.

The Café Prepay service was implemented in October, 2000 by Comalex, Inc. to collect credit card payments on behalf of school districts across the country. Since then the Café Prepay service has expanded, implementing new payment options and more features for monitoring your school fees.

By collecting your credit card payment, Comalex, Inc. must pay a percentage of the sale as well as a transaction fee to the credit card company. They must also pay the bank a fee for wire transferring your payments to the school. In order to keep this service free to our school district, Comalex adds a minimal service fee to each payment made online. This fee is 6% for credit card payments. The service fee covers the costs of processing your payments, as well as the cost of maintaining the Café Prepay website.

To use this service, you must first enroll on the Café Prepay website, found at the bottom of this letter. You must have a valid email address where payment confirmations will be sent by Comalex. Once you have enrolled on the Café Prepay website and received your password from Café Prepay, you will then be able to login and enter your personal information. All Personal information is stored in a secure, offline database and is accessed only to process payments and send payment confirmation. Each time you make a payment on the website, you receive payment confirmation via email. The school will receive a list of payments each morning via fax and/or email and credit your student's account.

If you have questions that are not answered on the website, we encourage you to use the contact information on the web to speak with a Comalex representative, or contact the school district office.

We hope you find this service to be a convenient alternative.

Sincerely,

**Karen Arthur, School Nutrition Supervisor  
Bedford County Public Schools  
(540) 586-1045 ext. 224**

**[www.CafePrepay.com](http://www.CafePrepay.com)**