

August 01, 2011

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 cafeteria purchases, **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**. Participation in this service is voluntary and you may enroll at any time. You may also enroll in the service to simply monitor your child's account balance. You do not have to use the payment option.

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. Bedford County Public Schools has recently updated the cafeteria software and as a result of this update parents will now have the ability to actually see participation reports to monitor what their child purchases in the school cafeteria. These reports cannot be accessed during the hours of 10:00 a.m. to 2:00 p.m

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 a flat rate of \$2.50 per student, per transaction 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 any of the services mentioned in this letter, 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. You must also know your child's seven digit school ID number to register for the service. You may contact the school directly or the school nutrition central office to obtain this number. 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. Please feel free to contact me at the number listed below for further assistance.

Sincerely,

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

www.CafePrepay.com