



WILLIAMSBURG-JAMES CITY COUNTY PUBLIC SCHOOLS
Child Nutrition Services
597 Jolly Pond Road
Williamsburg, Virginia 23188-7328
Telephone: (757) 565-3838 Fax: (757) 565-1462

January 10, 2011

Dear Parents:

We realize it can be difficult to keep track of payments to your students' lunch account. To help simplify payment for school meals, Williamsburg-James City County Child Nutrition Services has enrolled in an internet-based service called Café Prepay. This service offers a website where you can pay for meals using your **Visa, MasterCard, Discover or American Express**. Participation in this service is voluntary; you may enroll at any time.

Café Prepay enables parents to keep track of their students' account balance. In addition, the website offers Automatic Replenish. This feature 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. Your credit card will not be charged until the student's balance goes below the specified dollar amount. Please note there is a \$2.50 convenience fee for each transaction. Downloads to the students' account are completed three times per day, 6:30 a.m., 10:35 a.m., and 3:15 p.m.

Café Prepay also enables you to view your student's participation report, which means you can monitor your students' spending and see exactly what he or she is eating each day (via the Participation Report link). In order to utilize this function, you will need to know your students' Café ID number which is different from their school ID number. This number may be obtained from the cafeteria manager or the Child Nutrition Services Office.

To get started, you will first enroll at pay4lunch.com. 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.

Please visit pay4lunch.com/faq.aspx for more information. If you have questions that are not answered on the website, we encourage you to use the "Contact" link for Café Prepay or call Child Nutrition Services at (757) 565-3838. We hope you find this service a convenient alternative.

Sincerely,

Jane C. Haley
Supervisor of Child Nutrition Services
757-565-3838

www.pay4lunch.com