



**SAINT THOMAS THE APOSTLE SCHOOL**  
*The Catholic School of Bloomfield*

December 11, 2015

Subject: Cafeteria Upgrade to Cashless Payment System

Dear Parents and Guardians:

STA is excited to announce our new lunch payment service, *School Payment Portal* by *LunchTime* software. This online payment service provides a quick and easy way to add money to your student's meal account using a credit/debit card, this program eliminates the need for cash. This new program allows your child/children to use their school identification, with a barcode from *LunchTime*, to pay for cafeteria purchases.

**We will be starting the new program as of January 4<sup>th</sup>, 2016, and all students must be enrolled online by December 22, 2015. We will no longer be able to except cash payments as of January 4<sup>th</sup>, 2016.**

Enrollment is easy!

1. Go to [www.schoolpaymentportal.com](http://www.schoolpaymentportal.com) and create an account
2. Enroll your child/children on the Student Access Page
  - Entering zip code 07003 and finding Saint Thomas the Apostle School
  - Fill out the required student information, and click Continue
  - Verify information and click Add Student
  - Return to Student Access Page and add additional students as needed
3. Make a payment
  - Click on Items/Fees
  - Click on View/Pay next to students name and click on Make a Payment
  - Enter amount you wish to add and click Continue, confirm and click on Add to Cart
  - If you have more than one student you can repeat process by clicking Continue Shopping
  - When all payments have been added click Check Out
  - Fill out payment information and click Process Payment, print receipt if needed

You can access detailed instructions on the school website.

Thank you for your cooperation in this matter. If you have any questions please call the school office.

Sincerely,

*Joan Ferraer*

Principal

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*When you enroll your child, we enroll your family.*