

LUNCHROOM ACCOUNT POLICY



***PLEASE NOTE FOR ALL NEW STUDENTS
YOU MUST BE REGISTERED AND ENTERED INTO THE SCHOOL
DATABASE TO ACTIVATE ACCOUNT**



IN ORDER TO PROVIDE STUDENTS AND PARENTS WITH THE BEST POSSIBLE SERVICE, CLARITY, AND ACCOUNTABILITY, THE FOLLOWING PROCEDURES REGARDING STUDENT MEAL ACCOUNT BALANCES WILL BE CONSIDERED EFFECTIVE AUGUST 1, 2024:

- **LunchTime Cafeteria Data Management will be your student's new lunch account payment portal. We highly encourage parents/guardians to activate their LunchTime account, link a credit/debit card, and add auto-replenish settings **BEFORE** the first day of school. Each student has been given a unique PIN number. Your student will use this PIN code at checkout (Pre-K-2nd grade will have assistance with their PIN). If you choose not to use this service cash, a debit/credit card is required for payment of meals at the time of service.**
- **To set-up your LunchTime account **prior to the first day of school**:**
 1. **From your Android or Apple device, download LunchTime School Payment Portal from your phones App Store, scan QR code below or enter the URL www.schoolpaymentportal.com**
 2. **Create an account and check your email to receive a one-time code to verify the email address.**
- **Login and follow the instructions to link student(s) AND add method of payment/funds to account. **You will need Student ID**. Use ID as provided.**
- **Otherwise, the student must bring cash, credit or debit to purchase meals.**
- **Low/negative balance notifications will be sent directly to the associated email on file.**

Negative balances that have not been immediately addressed will be subject to secondary action at the discretion of The Pepi Companies until the account is in good standing.

**SCAN HERE TO
DOWNLOAD APP**

