



July 29, 2025

Dear Parents & Student(s),

Welcome to the new school year! I would like to take the time to update and hopefully answer questions concerning the computerized point of sale system and payment methods used in your school's cafeteria. Please read the following information carefully, and if you have any questions, feel free to contact the school food service office.

Students will use their new I.D. with the barcode on it. For Freshman and new students, there is a temporary I.D. with your barcode available from the school's office. The barcode will improve accuracy and speed of service.

Due to the new barcode system, we request that students that have a lost or compromised I.D. must report this to the main office and obtain a new I.D. within (24) hours or next meal service. All balances and charges will be the responsibility of the I.D. holder.

PaySchools Central not only allows you to pay for meals through an easy-to-use online portal (www.payschoolscentral.com), you can also use a convenient mobile app, for on the go use and management of your student's lunch account!

Creating a **PaySchools Central** account is easy, quick and free! See back for details. Once your account is created simply add your child to the system using their student ID number and school district (Archdiocese of Philadelphia).

Once your account is created, you will find a variety of features that will make the management of your student's account easier such as detailed purchase reports, parental controls, email reminders, and more. Lunch deposits paid online will incur an internet convenience fee. When using a debit or credit card this fee is 3.5% and a flat transaction fee of \$1.50 per transaction. The ACH fee when using an electronic check is \$1.75 per transaction.

You can also continue to send direct payment through cash, a certified check, or a money order to your school's cafeteria via mail or your student can bring it directly to the school cafeteria. No fee is assessed with direct payments. **Please note non-certified personal checks are not accepted. And change is not given at the Registers.**

ARAMARK is the foodservice provider for the Archdiocese of Philadelphia High Schools. All questions regarding the POS system can be directed to the Aramark Cafeteria Manager at your school. Balances for returning students will be carried over to the next school year. We highly recommend that you monitor the account balance as the school year comes to a close, to minimize the amount of money that is carried over or any auto replenish of funds. Monies may also be transferred to siblings or if your child transfers to another Archdiocesan High School.

Any questions can be directed to Pay School Central at 1-877-393-6628 Monday thru Friday 8:30 AM – 7:30 PM

Thank you and we look forward to serving you this school year.

ARAMARK

Quick Guide to set up a Payschool Central account:

Set up the initial account from a laptop or desk top computer.

Initial setup of the account cannot be done from an ipad or phone.

Go to PaySchools Central website: <https://www.payschoolscentral.com/#/user/login>

Log on to account

Click on User

Click on Manage Students/Patrons

Click on Add Student/Patron

Enter State (Pennsylvania)

Enter School District (Archdiocese of Philadelphia)

Enter ID (student id#)

Enter First Name

Enter Last Name