



## 2011 – 2012 BEAUFORT ACADEMY CAFETERIA CARD PROGRAM (Main Campus Only)

Beaufort Academy has a 'Cafeteria Card' Program that offers a great alternative for those that wish to purchase drinks and snacks at school but don't wish to give their student cash every day. Just think... No more lost money... Less hassle in the mornings when getting everyone ready for school! Just another way to make your life easier!

All the details are outlined below. If you wish to join the program, please fill out the attached form (one (1) form per participating student please) and return it to the front office. The **Cafeteria Card** will be issued to the students. If you do not wish to participate at this time but later realize this system might work for you, just contact the Business Office and they will issue your student a card.

### ➤ **CAFETERIA CARD:**

- The **Cafeteria Card\*** looks and acts like a prepaid credit card. It has an account number and a magnetic strip on the back. When a beverage or snack is purchased, the card is swiped and the amount is electronically deducted from your 'Cafeteria Card Account'.  
*\*This card is only good at BA and can only be used to purchase items from the cafeteria!  
It is NOT a Credit Card.*
- The card is initially loaded with \$40.
- When the balance on the card reaches \$20 or less, the Business Office will automatically reload the card to bring the total back up to \$40.
- Monthly billing statements are mailed to the family and will include charges for the total amount that has been added to the card during the previous four weeks. Details of the items purchased are not available. For example, on October 15, a statement will be mailed that includes the sum of any charges added to the Cafeteria Card during the period between September 15 and October 15. Payment for these charges will be due on November 1.
- **NOTE:** Towards the end of the year, the Business Office will make adjustments so that the balance on the card will be as close to \$0 as possible by the end of school.
- Cards will be automatically be reloaded once a week unless notified by the parent to stop all future additions!
- Cafeteria Card privileges may be revoked by the Business Office if the student account becomes past due.

### ➤ **In the event of:**

- **LOST CAFETERIA CARDS:**
  - If you lose your card, please notify the lunchroom Staff ASAP. The Business Office will issue a new card on Tuesdays and will transfer the remaining account balance

onto the new card. The balance transferred will be equal to the amount in the account at the time the card was reported lost. **NOTE:** If someone else finds your card and uses it, Beaufort Academy is not liable for funds used.

- In the interim between the time when the card is reported lost and the issuance of the new card, the student will be allowed to charge items on the account by speaking to the lunchroom staff.
- There will be a **\$20** replacement fee charged for lost or destroyed cards.

➤ **Attention Lower School Parents (1<sup>st</sup> – 4<sup>th</sup> grades):**

- Lower School teachers will keep all **Cafeteria Cards** in their rooms unless other arrangements are made.
- The student's name will be written on the front of the card with a Sharpie. Please **do not** write on the magnetic strip if you choose to keep the card at home.
- Lanyards will be issued to each LS student using a Cafeteria Card. A hole will be punched in the card so they can wear it like a necklace to lunch.
- LS teachers will hand out Cafeteria Cards before lunch and collect them immediately following lunch to avoid losing any cards.

➤ **To Cancel a Card:**

- Please send an email to Christy Bible in the Business Office ([cbible@beaufortacademy.org](mailto:cbible@beaufortacademy.org)) notifying her that you no longer wish to participate.
- The account will be flagged so that no more money is added to the card. The student may continue to use the card until the value reaches \$0.00.
- We are not able to offer refunds for balances remaining on the card.

➤ **Reminders:**

- You can purchase a Cafeteria Card from the Business Office with cash, check or by charging your BA account.
- All Charges will be reflected on your monthly statement.
- You may still use cash to purchase items in the cafeteria. **Remember lunches are pre-ordered and will not be available for purchase on a daily bases.**
- The student may not use their card to get cash for other purchases, i.e. vending machines.
- Beaufort Academy is not liable for monies spent due to the student 'lending' their card to others to use. It is the responsibility of the parent and child to work this out.
- You may write your students name with a Sharpie on the front of the card. Please do not write on the magnetic strip on the back.

If you have any questions or concerns, please feel free to contact the Business Office (524-3393) anytime. They will be happy to assist you.

**NOTE: IF YOUR RETURNING STUDENT CURRENTLY HAS A CARD AND PARTICIPATED IN THE PROGRAM IN 2010-2011, YOU DO NOT NEED TO REAPPLY. TEACHERS WILL HAVE LAST YEAR'S CARDS FOR RETURNING STUDENTS IN 2<sup>ND</sup> THROUGH 5<sup>TH</sup> GRADERS. OLDER STUDNETS WERE ENCOURAGED TO STORE THE CARDS FOR THE SUMMER. YOUR STUDENT SHOULD CONTINUE TO USE THE CARD THEY WERE ISSUED LAST YEAR. UNLESS TOLD OTHERWISE, WE WILL ASSUME RETURNING STUDENTS WHO PARTICIPATED LAST YEAR WILL CONTINUE IN THE PROGRAM. THERE IS A CHARGE OF \$20.00 FOR A NEW CARD. ALL PREVIOUS BALANCES CARRY OVER FROM LAST YEAR!!!**