



2009 - 2010 BEAUFORT ACADEMY LUNCH CARD PROGRAM

(Main Campus Only)

NOTE: IF YOUR STUDENT CURRENTLY HAS A CARD AND PARTICIPATED IN THE PROGRAM IN 2008-2009, YOU DO NOT NEED TO REAPPLY. 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!!!

Beaufort Academy has a 'Lunch Card' Program that offers a great alternative for those that wish to purchase a great lunch at school but don't wish to give their student 'lunch money' every day. Just think... No more lost lunch money... Less hassle in the mornings when getting everyone ready for school! What a relief! 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 by **August 5** so that the Business Office may prepare the cards. The **Lunch Card** will be issued to the students on the first day of school. If you do not wish to participate at this time that's fine, however, if you realize later that this system might work for you, just contact the Business Office and they will issue your student a card.

➤ LUNCH CARD:

- The **Lunch Card*** looks and acts like a prepaid credit card. It has an account number and a magnetic strip on the back. When a lunch or snack is purchased, the card is swiped and the amount is electronically deducted from your 'Lunch 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 \$60.
- When the balance on the card reaches \$30 or less, the Business Office will automatically reload the card to bring the total back up to \$60.
- Monthly statements will be mailed to the family that includes charges for the total amount that has been added to the card during the previous four weeks. For example, on October 15, a statement will be mailed that includes the sum of any charges added to the lunch card during the period between September 15 and October 15.
- **NOTE:** Towards the end of the year, the Business Office will make adjustments accordingly so that the balance on the card will be as close to \$0 as possible by the end of school.
- Cards will only be reloaded once a week as per the Business Office and will be done automatically! No Exceptions!
- Lunch Card privileges may be revoked by the Business Office if the student account becomes past due.

- **In the event of:**
 - **LOST LUNCH CARDS:**
 - If you lose your lunch card, please notify the Lunch Room 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 snacks and lunches on the account.
 - There will be a **\$20** replacement fee charged.
 - **FORGOTTEN LUNCHES OR MONEY:**
 - An **IOU** will be issued for those that forget their lunch or have no money for lunch. IOU's will be **\$5/day** and will be directly billed to your account.
 - They will be given a choice of the main lunch menu or PB&J.
- **Attention Lower School Parents (1st - 4th grades):**
 - Lower School teachers will keep all **Lunch 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 Lunch Card. A hole will be punched in the card so they can wear it like a necklace to lunch.
 - LS teachers will hand out Lunch 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) 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 Lunch 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 lunch/snacks in the cafeteria.
 - 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.

Lunch Card Order Form

Student's Full Name/Grade/Homeroom:

_____ / _____ / _____

Parent's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone #: _____

(Office Use Only)

Date Issued: _____ Card #: _____

Lunch Card Order Form

Student's Full Name/Grade/Homeroom

_____ / _____ / _____

Parent's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone #: _____

(Office Use Only)

Date Issued: _____ Card #: _____