

March 11, 2007

Dear Parent / Guardian,

We realize it can be difficult to keep track of fees and payments to the school district. **To help simplify payment of lunch fees, Middletown Public Schools has enrolled in an internet-based service called Café Prepay.** The service is a website where you can pay for school meal fees using your Visa, MasterCard, or Discover Card or by Direct Withdrawal from your checking account. Participation in this service is voluntary and you may enroll at any time.

There is no cost to a parent to set up an account. Any parent that has an account **can view their child's meal participation report** whether you or not they utilize the online payment system. The online participation report includes the food that was purchased by the student, the date and time, and the amount spent.

To use this service, you must first enroll on the Café Prepay website, found at the bottom of this letter. You must have a valid email address where payment confirmations will be sent by Comalex. Once you have enrolled on the Café Prepay website and received your password from Café Prepay, you will then be able to login and enter your personal information. All Personal information is stored in a secure, offline database and is accessed only to process payments and send payment confirmation. Each time you make a payment on the website, you receive payment confirmation via email. Payments made online by credit card are added to your student's account on or before the next school day.

In order to add you child to your account you will need their student identification number, please find this information below. In addition to prepaying for school meal fees you can view your child's meal participation report. This participation report is available to you whether or not you choose to prepay your child's meal fees.

In order to keep this service free to our school district, Comalex adds a minimal service fee to each payment made online. This fee is 6% for credit card payments and one dollar for each Direct Withdrawal transaction. The service fee covers the costs of processing your payments, as well as the cost of maintaining the Café Prepay website.

If you have questions that are not answered on the website, we encourage you to use the contact information on the web to speak with a Comalex representative, or contact Middletown Public Schools Technology Office.

We hope you find this service to be a convenient alternative.

Sincerely,

Rosemarie K. Kraeger
Superintendent of Schools

www.CafePrepay.com
www.ri.net/middletown