

## Paying for Lunch

- Lunches are \$2.90 (which includes a white or chocolate milk). Extra Entrees are \$1.10.
- Adult Lunches are \$3.50 and do not include milk.
- Milk alone is .35 cents.
- Sycamore is a family based system, so every family has one account. All of your child(ren)'s meal purchases will pull from that same account. If you plan to eat lunch with your child(ren) we will also charge that account.
- We order our hot lunches from Westside by 8:30 each day. **If your child will be late to school and will need a hot lunch, please call in before 8:30 AM or send your child a cold lunch for that day.** If you will be eating lunch with your child, please let us know before 8:30 AM so that we can order you a lunch.

### You can pay for your lunches in 3 ways:

1. Send CASH to the school office (via your child's classroom teacher) in a sealed envelope with your family's name and the amount of cash sent.

2. Send a CHECK to the school office (via your child's classroom teacher) in a sealed envelope with your family's name. Make checks payable to St. Columbkille School.

- If you send money to the office (either cash or check), we will apply that payment to your family's account which can be viewed in Sycamore.
- Please allow one school day for the office to record payments in your Sycamore account
- To view your account summary and keep track of your balance: Log into Sycamore, go to My Accounting, Summary, Cafeteria, Account

3. Pay by DEBIT or CREDIT CARD through Sycamore with Pay Junction. (The system does not accept American Express)

- The FIRST TIME you go into Sycamore to make a payment with your credit or debit card you will need to add a Payment Method. Go to: My Accounting, Summary, Payment Methods. From there, you will be prompted to enter your credit/debit card information. This information will be saved for later use. If you decide to use a different card next time, you will need to repeat this step.
- Once you have added the payment method, look under the Summary tab and you will see CAFETERIA in blue. Click the green payment button and choose your payment method and amount.
- That payment should register immediately in your Account History under Cafeteria.
- To view your account summary and keep track of your balance go to: My Accounting, Summary, Cafeteria, Account.

\*\*The school office will run reports weekly to monitor low balances. You will receive alerts on Tuesdays if your balance is below \$10.00 and Fridays if your balance is negative.