

How to pay by check or cash

Prepayment by check is accepted at all schools. Cash can be accepted at any school as well but it is strongly discouraged for grades K-5 and not the preferred method of payment for higher grade levels. Please keep in mind that if you send cash with your student it is extremely difficult for food service, the teacher and administrators to determine what happened if that payment is not received by the cafeteria.

Checks are to be made out to Kearsarge Regional School District.

Please write your student's name (and account number, if available) on the "Memo" line of the check. For your convenience we do accept checks written to fund multiple student accounts. If you wish to send one check to be applied to multiple student's accounts, please include a note with the names (and account numbers if available) of each student, and the amount of money to be applied to each student's account.

Checks returned for insufficient funds

Returned Checks

1. Those checks deposited by the school that are returned for non-sufficient funds (NSF) or for other reasons are to be handled as follows:
 - a. When the office manager is notified of a returned check from the bank, credit the checking account and debit the activity account for the amount of the returned check.
 - b. Contact the person from whom the check was received and inform him or her that the check has been returned and for what reason. Every effort must be exerted to obtain payment of NSF checks.
 - c. If the check maker so desires, re-deposit the check if bank approved. At this time, debit the checking account and credit the activity account. Prepare a separate deposit slip and mark prominently on the face of the deposit slip "RE-DEPOSIT." Do not include re-deposits in the day's receipts totals.
 - d. The principal or designee is responsible for seeking reimbursement for any unpaid check returned by the bank.

Funds deposited by check or cash will be available in the student's account on the day they are received. Funds on student accounts are available for purchases of any cafeteria items. You do have the ability to restrict account funds, so they are only used for full meal purchases and/or to set limits on non-meal (a la carte) purchases. Please contact Food Service Director Melina Cochran if you would like a restriction or note placed on a student's account.

The specific procedures for receiving payments:

Sutton Central

The teacher collects the money, and then sends it in with the Daily sign-up sheet to the School Secretary and then it is given to the Kitchen Employee and submitted to the students account.

Bradford Elementary

The teacher collects the money, and then sends it in with the Daily sign-up sheet to the School Secretary and then it is given to the Kitchen Employee and submitted to the students account.

Simonds Elementary

The teacher collects the money, and then sends it in with the Daily sign-up sheet to the School Secretary and then it is given to the Kitchen Employee and submitted to the students account.

New London Elementary

The teacher collects the money, and then sends it in with the Daily sign-up sheet to the School Secretary and then it is given to the Kitchen Employee and submitted to the students account.

Kearsarge Regional High School, Kearsarge Middle School

The students Bring their money to the cafeteria and the kitchen staff applies it to the students' account.