

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. It is up to the student to give this payment to their homeroom teacher which is then to be give to the office, then collected by the food service director.

Checks are to be made out to **Northwood School**

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 will be followed up by the SAU. The funds will be deleted in the account by the FSD and a negative balance may appear if the purchases are more than the previous balance. You will be contacted and a canceled check charge will occur as well.

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. This can be done online via the schools website payment portal. Or please contact Food Service Director Chris Volkmann if you would like a restriction or note placed on a student's account. Contact info is on the website as well if there are any questions, please feel free to reach out.

The specific procedures for receiving payments:

Northwood School -

Via Check made out to the Northwood School- instructions are above.

Cash - Please include the name of student, home room and account number.

Or online payment can be made on the Northwood School Website under Food Service, Payment Portal. The link in the page will give you direct method for payment, account balance, and more information about your account.