

Princeton Charter School

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Phone: 609 924 0575 | Fax: 609 924 0282

Dear Princeton Charter School Family,

This email provides information specific to ordering lunch. As we have announced we are happy that lunch will be prepared on site in our new kitchen. With the new food service, Maschio's we will be following a new process for ordering and billing for lunches. See below. Also, students will be able to buy snacks which funds in their *PaySchools* account. We apologize for the delays in the sync with *PaySchools*. This issue has been resolved and parents may now create an account in PaySchools using this link: [PaySchoolsCentral](#)

Menu information and Payschool instructions are available on our website. You may also use this link to get to the [Maschio's-Charter School site](#).

New Lunch Service - Ordering process.

First - Parents must set up a PaySchools account: We have *PaySchools* up and running at this point. Parents ordering lunch at all grades will need to set up a *PaySchools* account which can be done using [this link](#), i.e. anyone ordering lunch, regardless of grade will need to set up a *PaySchools* account. The link is also available on the school website (in Quicklinks, Lunch).

Ordering: Students in grades 1-8 will place their lunch order in the morning the "day of" in homeroom. The homeroom teacher will manage this process. Parents and students can access the monthly lunch menus on our website. (<https://maschiofood.com/princetoncharter-nj/>) Menus are also posted in the cafeteria, and in homerooms. Each morning, teachers will take a lunch count in the homeroom. This will enable the kitchen staff to prepare the correct number of each meal.

Students have been issued a pin number to use at lunch. After a student receives lunch, the purchase will be recorded at the "point of sale" using the student's four digit code (Sent home via email.) Faculty will be on hand to assist students with this step and the students' pin numbers will be available in the cafeteria if a student forgets his/her number.)

Kindergarten - Parents will order online using a simple [Google form](#). This will provide the lunch staff an accurate count for the meals that they provide. This Google form is available on the website. If a family has more than one child in kindergarten, parents will need to fill out the form for each child who will be receiving lunch.

If a student arrives at school late after 8:05AM, he/she should order lunch with the person at the front desk when signing in.

The cost of the meal will be \$5.25 (reduced from \$5.85 K-5, and \$6.50 grades 5-8 last year).

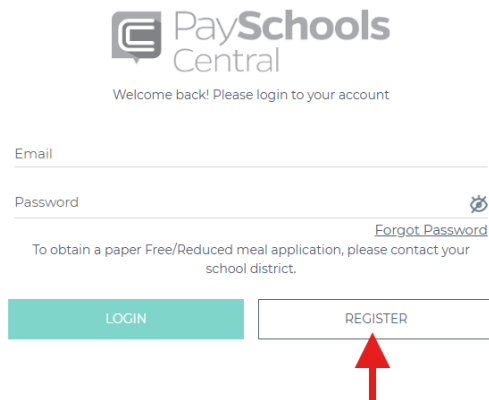
Parents will have the option to pay via check at school as in the past, or directly through *PaySchools*.

Understand that this is a new process for us, and we will work over the course of the next few weeks to improve and refine it. Please reach out to the head of school office, ldonaldson@princetoncharter.com if you are experiencing any difficulty.

Sincerely,
Larry Patton
Head of School

Directions on how to use PaySchools:

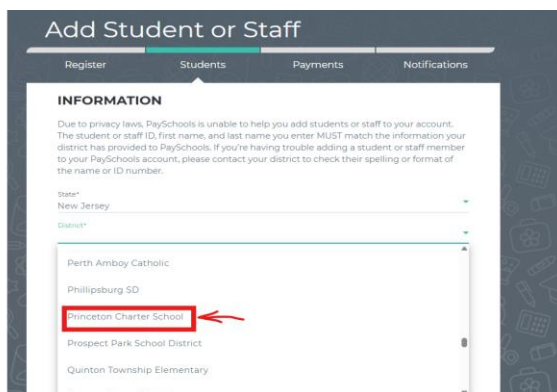
Log onto the [Payschool Site](#) and then “Register”:



The image shows the PaySchools Central login and registration interface. At the top is the PaySchools Central logo with the text "Welcome back! Please login to your account". Below the logo are two input fields: "Email" and "Password". To the right of the Password field is a "Forgot Password" link. Below the input fields is a note: "To obtain a paper Free/Reduced meal application, please contact your school district." At the bottom are two buttons: a teal "LOGIN" button and a white "REGISTER" button with a black border. A red arrow points to the "REGISTER" button.

After you register and create an account-Log in

1. Select NJ
2. Select District: “Princeton Charter School”



The image shows the "Add Student or Staff" interface. At the top is the title "Add Student or Staff" and a navigation bar with tabs: "Register", "Students", "Payments", and "Notifications". Below the navigation bar is the "INFORMATION" section, which contains a message: "Due to privacy laws, PaySchools is unable to help you add students or staff to your account. The student or staff ID, first name, and last name you enter MUST match the information your district has provided to PaySchools. If you're having trouble adding a student or staff member to your PaySchools account, please contact your district to check their spelling or format of the name or ID number." Below the message are two dropdown menus: "State" (set to "New Jersey") and "District". The "District" dropdown is open, showing a list of districts: "Perth Amboy Catholic", "Phillipsburg SD", "Princeton Charter School", "Prospect Park School District", and "Quinton Township Elementary". The "Princeton Charter School" option is highlighted with a red box and a red arrow points to it.

3. Add student Id (Sent home) and Name:

State*	New Jersey	▼
District*	Princeton Charter School	▼
Student Id*		
Please enter Student Id		
First Name*		
Last Name*		
Please enter last name		
Relationship to Student/Staff*	▼	