



MaST Schools

1800 E. Byberry Road Philadelphia, PA 19116
Telephone: (267) 348-1100 Fax: (267) 348-1217
Web: <http://mastccs.org> Email: info@mastccs.org

September 25, 2019

This letter is to inform you of a change being made to financial procedures as it relates to food services for all of MaST Schools. Starting now, these changes will be in effect:

1. While the significantly preferred method of managing funds on your student's meal account remains using <http://schoolcafe.com> and doing a credit card, debit card, or bank transfer (\$25 minimum for any transaction), the school will accept checks, money orders, **and cash if it is greater than \$5**. We strongly discourage sending your student in with cash with how easy it is to be misplaced or lost, but we will now accept it; however, no change will be given to students. Any remaining funds from the cash that's submitted will be credited to the student's SchoolCafe account.
2. For any checks, money orders, or cash that is brought in by students, it should be brought into school as follows (Note: checks and money orders should be made payable to the name of the school - either MaST Community Charter School, MaST Community Charter School II, or MaST Community Charter School III):
 - a. Grades K-6: Put it in a **sealed** envelope with the student's name, homeroom number, and "Food Services" written on it. This should be submitted to the homeroom teacher, and the homeroom teacher will then give it to the food services cashier to deposit into the student's account.
 - b. Grades 7-12: Put it in a **sealed** envelope with the student's name, homeroom number, and "Food Services" written on it. This should be given to the food services cashier directly by the student either during breakfast or lunch, and the cashier will deposit it into the student's account.
3. Any instances of bounced checks will be deducted from the student's account, and the parents/guardians are responsible for replenishing these funds.
4. There are no changes to any of the school's meal charge procedures, but each school's procedure is linked below if you wish to review. As a reminder, negative balances are the responsibility of parents/guardians to pay. Per Pennsylvania law, written notice by a parent/guardian is required to restrict the ability for students to charge meals on their account. This is further explained in the meal charge procedure. Notifications to parents/guardians about negative balances will begin to be sent in the near future.
 - a. [MaST Community Charter School](#)
 - b. [MaST Community Charter School II](#)
 - c. [MaST Community Charter School III](#)

Sincerely,

John F. Swoyer III,
Chief Executive Officer

Matthew Ehrlich,
Head of School Operations