

Ridgewood Public Schools

FOOD SERVICE & FEE MANAGEMENT

Pay Online for Fees and/or Food Service in a single transaction for ALL Middle and High School students in the family. As a convenience to parents/guardians, Ridgewood Public Schools provides an online system to pay for Food Service and for school fees such as Student Activities, Testing, Book Fines, and other school fees. Parents/guardians can make online payments 24/7 using a Discover, VISA, or MasterCard credit card, debit card, or echeck through Skyward Family Access and RevTrak.

Begin Food Service purchases and payments for Middle or High School students. All Middle and High School students are given a unique PIN/KeyPad number to begin their food service purchases at school. Students purchasing food in a school cafeteria must enter this PIN/KeyPad number regardless if they pay in full with cash, or charge to their individual authorized Food Service Account. **Students must not share their PIN/KeyPad numbers with anyone.** PIN/KeyPad numbers can be found on Skyward Family and Student Access under Food Service.

Authorize your Middle and High School Student's Food Service Account. At the beginning of each school year, a flag is set on every Middle and High School student's unique PIN/KeyPad number to alert food service workers that "No Charging" is allowed. **If parents/guardians do not authorize their student to charge to their account, the student will be permitted to pay only with cash: "No Charging."** Parents/guardians can authorize their student to charge to their individual Food Service Account in Skyward Family Access during Mandatory Annual Student Information Update (August through September) or Online Registration Update (September through June). This will update the flag to "Charges Permitted." Funds must then be deposited into your child's authorized Food Service account either online through Skyward Family Access, or by check.

Know your student's Food Service credit or debit balances: Skyward Family Access offers parents/guardians the ability to see their student's Food Service purchases and payments in REAL TIME, as well as view balances including any open balance from prior school years. **A negative balance is not a credit** but money you owe RPS for unpaid purchases. If a student has authorization to charge, but the account balance falls below \$0, parents/guardians will receive an automatic email notification, and possibly a notification from Administration, that the account is in arrears. The student will only be permitted cash purchases until the balance is brought up-to-date. See [Fees & Food Service Online Payment Instructions](#) for more information on how to easily setup the auto-replenish feature through Skyward Family Access and RevTrak, so your child's account never falls into arrears.

Pre-Pay for your Middle or High School student activities and other school fees. Parents/guardians can pre-pay online for Middle or High School student fees during Mandatory Annual Student Information Update. Activity Fees are capped at \$100 per student for Middle School students and \$150 per student for High School students. If your child plans on participating in any activity during the year, and you do not pre-pay for your activities now, you will be charged and notified by email of any unpaid balance, which includes money owed from prior years. **Students may not be permitted to participate in a Fall activity unless the fee is paid in full during Mandatory Annual Student Information Update.**

The Chromebook Annual Insurance Fee of \$30 is expected to be paid for all Middle and High School students before they begin school. **A Chromebook will not be issued to any Middle or High School student unless the fee is paid.**

If you have any additional questions, please contact skywardhelp@ridgewood.k12.nj.us.