

## End of Year / Meal Account - Notes & Reminders

05/18/17

Students returning to Liholiho Elementary for the 2017-2018 SY will automatically be registered & have their meal account balances carried over into the new school year with our new meal system, SchoolCafe/PrimeroEdge. Information to set up an account with **SchoolCafe.com** had previously been sent home & has been found to be very useful to check balances, set up reminder notifications & for a 5% convenience fee, you may also make on-line deposits. Cash or check deposits will continue to be accepted via our meal payment collection box, which will be accessible during regular office hours. If a balance reaches zero or is running low on the last day of school, a deposit must be made by August 4, 2017 to ensure availability of funds for meal purchases on the first day of school, August 7, 2017. If you do not wish to prepay into your child's account, please provide them with a healthy home lunch/meal(s) daily. It is NOT recommended for deposits to be mailed to the school, as it may NOT reach us in a timely manner for processing & fund availability. Any payment received by mail will be processed as it is received. However, the school will NOT be responsible for any late, lost or misdirected mail that does not reach us on time.

Students **transferring out** of Liholiho Elementary, based on your most recent intent form or courtesy call to the school office, will need to complete the attached Request for Transfer/Withdrawal Form. They will then be issued a \*Release Packet on the last day of school, or within 3 days after the school office receives the request. The Release Packet must then be taken unopened to their new school as soon as possible. (\*NOTE: Kaimuki Middle School does NOT require a Release Packet from Liholiho students.) Any remaining balance in their meal account, as of the last day of school, May 26, 2017, will automatically follow them to their new HI-DOE school. Students transferring to a non-HI-DOE school (including Charter Schools) may request a refund by having a parent or legal guardian complete, sign, date & return the attached request form directly to the school office. Requested refunds will be available for pick up in the school office during regular business hours from June 15, 2017 thru August 4, 2017. Any requested refunds that are not claimed or called for by August 4, 2017, will graciously be accepted as a donation to Liholiho School.

Please call the school office if your child is transferring out of Liholiho & has not received the attached Request for Transfer/Withdrawal Form. You may either come in to complete the form or we could send one home with your child through the homeroom. Also, if any changes occur during the summer &/or anytime thereafter (i.e. address changes, phone # changes, designated school change, etc.), please be sure to let us know as soon as possible to ensure ample time to prepare for such changes.

- Liholiho Office Hours: Monday – Friday 7:30 a.m. – 4:00 p.m. (excluding State Holidays)

Everyone's cooperation & understanding is greatly appreciated! If you have any questions, please call the school office at #733-4850 during regular business hours.

MAHALO!

(See back for current meal prices)

**Current Meal Prices:**

Breakfast

Regular Student Breakfast	\$1.10
Reduced Price Student Breakfast	\$0.30
2nd & Subsequent Student Breakfast(s)	\$2.40
Adult & Non-Liholiho Student Breakfast	\$2.40

Lunch

Regular Student Lunch	\$2.50
Reduced Price Student Lunch	\$0.40
2 <sup>nd</sup> Student Entree	\$2.00
2 <sup>nd</sup> Student Lunch	\$5.50
Adult & Non-Liholiho Student Lunch	\$5.50

Milk Only / Extra Milk

\$0.60

*This institution is an equal opportunity provider.*