

**BEACH PARK SCHOOLS
BEACH PARK, ILLINOIS**



PARENT INFORMATION

AND

**REFERENCE MANUAL
AUGUST, 2009**

PAYSCHOOLS - What You Need

To use Payschools you must have **BOTH** an active email account **AND** a valid credit/debit card or checking account.

If you do **NOT** have **BOTH** an active email account **AND** a valid credit/debit card or checking account, you can make a **cash** deposit at your child's school.
See your school's secretary for details.

If you would like to obtain a free email account, you may do so at many websites, such as www.gmail.com, www.yahoo.com or www.aol.com.

YOU ALSO NEED YOUR CHILD'S 9 DIGIT ID NUMBER WHICH IS FOUND ON REGISTRATION INFORMATION, REPORT CARD AND ALL SCHOOL DOCUMENTS.

STUDENT FEES

You may use PAYSCHOOLS to pay your child's school fees, activity fees and school purchases for Yearbooks etc. Follow the links to these choices.

LUNCH PROGRAM

Beach Park Schools has a computerized lunch system for students and staff. All lunch and milk purchases will be online. All purchases in the school lunch line will be computerized.

LUNCH PRICES ARE:

Student Lunch: \$2.75

Reduced Price Student Lunch: \$.40

Student Milk: \$.40

Second Student Lunch: \$3.25

Staff Lunch: \$3.25

ALL PURCHASES FOR LUNCH AND MILK MUST BE MADE ONLINE BEFORE ENTERING LUNCH LINE.

To purchase lunch or milk for your student go to the Beach Park Schools website:

www.bpd3.org

Choose: PARENT ACCESS

Choose PAYSCHOOLS WEBSITE and follow the instructions.

Welcome to PaySchools!

PaySchools

**Simple
Convenient
Cost-effective**

PaySchools™ is an online payment processing system that provides schools with an easy and efficient method to collect fees and receive electronic payments for school lunches, field trips, registration, prom tickets, T-shirts and any other school-related fees. PaySchools makes it possible for all



schools to offer parents the convenience of online purchasing without incurring large administration or setup costs.

Parents access PaySchools through a link on the home page of their school district's Web site. They select the items they want to purchase and then pay for them using credit cards or electronic checks. Payments are automatically processed and the money is transferred to the school's local bank account(s).

PaySchools was created by the Iowa Association of School Boards, a not-for-profit organization serving the needs of Iowa schools, and local school district personnel.

Terms & Conditions - Please Read Carefully

PaySchools

PaySchools and its member institutions provide their services to you subject to the following conditions. If you visit or shop at PaySchools, you accept these conditions. Please read them carefully. In addition, when you use any current or future PaySchools service or visit or purchase from any institution affiliated with PaySchools, whether or not included in the PaySchools Web site, you also will be subject to the guidelines and conditions applicable to such service or business.

PRIVACY

Please review our [Privacy Notice](#), which also governs your visit to PaySchools, to understand our practices.

ELECTRONIC COMMUNICATIONS

When you visit PaySchools or send e-mails to us, you are communicating with us electronically. You consent to receive communications from us electronically. We will communicate with you by e-mail or by posting notices on this site. You agree that all agreements, notices, disclosures and other communications that we provide to you electronically satisfy any legal requirement that such communications be in writing.

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YOUR ACCOUNT

If you use this site, you are responsible for maintaining the confidentiality of your account and password and for restricting access to your computer, and you agree to accept responsibility for all activities that occur under your account or password. PaySchools may sell products for children, but it sells them to adults, who can purchase with a credit card. If you are under 18, you may use PaySchools only with involvement of a parent or guardian. PaySchools and its affiliates reserve the right to refuse service, terminate accounts, remove or edit content, or cancel orders in their sole discretion.

PRODUCT DESCRIPTIONS

PaySchools and its member institutions attempt to be as accurate as possible. However, PaySchools does not warrant that product descriptions or other content of this site is accurate, complete, reliable, current, or error-free. If a product offered by PaySchools itself is not as described, your sole remedy is to return it in unused condition.

DISCLAIMER OF WARRANTIES AND LIMITATION OF LIABILITY

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APPLICABLE LAW

By visiting PaySchools, you agree that the laws of the state of Iowa, without regard to principles of conflict of laws, will govern these Conditions of Use and any dispute of any sort that might arise between you and

PaySchools or its member institutions.

DISPUTES

Any dispute relating in any way to your visit to PaySchools or to products you purchase through PaySchools shall be submitted to the member institution whose products and or services you purchased.

We reserve the right to make changes to our site, policies, and these Conditions of Use at any time. If any of these conditions shall be deemed invalid, void, or for any reason unenforceable, that condition shall be deemed severable and shall not affect the validity and enforceability of any remaining condition.

Privacy Policy - Updated August 26th, 2005

PaySchools

PaySchools knows that you care how your information is used and shared, and we appreciate your trust that we will do so carefully and sensibly. This notice explains our privacy policy. By visiting PaySchools, you are accepting all the practices described in this privacy notice.

What Personal Information About Customers Does PaySchools Gather?

The information we learn from customers helps us personalize your shopping experience at PaySchools. Here are the types of information we gather.

Information You Give Us: We receive and store any information you enter on our Web site or give us in any other way, except bank and credit card information. We do not save or store bank or credit card information. You can choose not to provide certain information, but then you might not be able to take advantage of many of our features. We use the information that you provide for such purposes as responding to your requests, processing your orders, and communicating with you.

We receive and store certain types of information whenever you interact with us. For example, like many Web sites, we use "cookies," and we obtain certain types of information when your Web browser accesses PaySchools from a member institution. We also use cookies to keep track of your shopping cart and to make products available to you if offered by the participating institution.

What About Cookies?

Cookies are alphanumeric identifiers that we transfer to your computer's hard drive through your Web browser to enable our systems to recognize your browser and to provide features such as shopping carts, automatic credit of accounts at Member Institutions, and access to your personal profile.

The Help portion of the toolbar on most browsers will tell you how to prevent your browser from accepting new cookies, how to have the browser notify you when you receive a new cookie, or how to disable cookies altogether. However, cookies are necessary to add items to your shopping cart at PaySchools so we recommend that you leave them turned on.

Does PaySchools Share the Information It Receives?

We share customer information only as described below.

Protection of PaySchools and Others: We release account and other personal information when we believe release is appropriate to comply with the law; enforce or apply our Conditions of Use and other agreements; or protect the rights, property, or safety of PaySchools, our users, or others. This includes exchanging information with other companies and organizations for fraud protection and credit risk reduction. Obviously, however, this does not include selling, renting, sharing, or otherwise disclosing personally identifiable information from customers for commercial purposes in violation of the commitments set forth in this Privacy Notice.

We share information regarding your purchase with the member institution who is selling the item(s) purchased.

How Secure Is Information About Me?

We work to protect the security of your information during transmission by using Secure Sockets Layer (SSL) software, which encrypts information you input. Of course, we transmit your entire credit card number to the appropriate credit card company during order processing, but after that transmission, your credit card number is discarded.

It is important for you to protect against unauthorized access to your password and to your computer. Be sure to sign out when finished using a shared computer. Sign out by clicking the "sign out" link on every page.

Which Information Can I Access?

PaySchools gives you access to a broad range of information about your account and your interactions with PaySchools for the limited purpose of viewing and, in certain cases, updating that information.

What Choices Do I Have?

As discussed above, you can always choose not to provide information, even though it might be needed to make a purchase or to take advantage of PaySchools features.

You can add or update your profile information.

The Help portion of the toolbar on most browsers will tell you how to prevent your browser from accepting new cookies, how to have the browser notify you when you receive a new cookie, or how to disable cookies altogether. However, cookies are required to make purchases through PaySchools

Children

PaySchools does not sell products for purchase by children. We may sell children's products for purchase by adults. If you are under 18, you may use PaySchools only with the involvement of a parent or guardian.

Conditions of Use, Notices, and Revisions

If you choose to visit PaySchools, your visit and any dispute over privacy is subject to this Notice and our Conditions of Use, including limitations on damages, arbitration of disputes, and application of the law of the state of Iowa. If you have any concern about privacy at PaySchools, please contact us with a thorough description, and we will try to resolve it.

Our business changes constantly, and our Privacy Notice and the Conditions of Use will change also. You should check our Web site frequently to see recent changes. Unless stated otherwise, our current Privacy Notice applies

to all information that we have about you and your account. We stand behind the promises we make, however, and will never materially change our policies and practices to make them less protective of customer information collected in the past without the consent of affected customers.

Refund Policy - Last Updated August 26th, 2005

PaySchools

PaySchools is a Payment Processing System for member institutions. We provide a simple way for schools, colleges and other academic institutions to accept payment for a variety of items on line as a convenient option for parents and guardians of students attending those institutions.

Because PaySchools acts only as an intermediary between those member institutions and the financial establishments, requests for refunds must be made through the member institution from whom the item was purchased.

To contact the member institution regarding a purchase made through PaySchools, simply follow the link from the member institution's website to PaySchools and click the "Contact" link on PaySchools

Your message will be sent to the member institution, which must authorize any and all refunds.

PAYSCHOOLS ONLINE SCREENS YOU WILL SEE:

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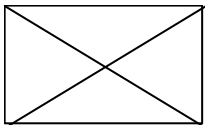
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Creating Your Online Profile

PaySchools

Welcome to the new visitor registration area.

If you have previously registered, please [click here](#) to log in.

If you are **sure** you have not yet registered, please complete the form below. We do not share our visitor lists with any third party. ([Privacy Policy](#))

*First Name:

*Last Name:

*Billing Address line 1:

Billing Address line 2:

*Billing City or Town:

*State:

*ZIP Code:

Country: USA

*Telephone Number (Including area code):

*Email Address:

*Choose a Password:

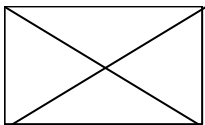
*Type Password again:

Remember me on future visits (Avoids login prompt in the future)
(not recommended if you are on a public computer or terminal)

We do not share our customer information with any other organization or entity. No credit card numbers are stored. We respect your privacy.

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Available Items

PaySchools

Select A Category

Please select a category to order from by clicking on one of the available categories listed below.

These are items offered by **Beach Park CCSD**.

If this is not the organization you wish to purchase items from, do not proceed. You must follow a link from the organization's website to make purchases on PaySchools.

[BEACH PARK MIDDLE SCHOOL *](#)

[HOWE ELEMENTARY SCHOOL](#)

[KENNETH MURPHY ELEMENTARY SCHOOL](#)

[NEWPORT ELEMENTARY SCHOOL](#)

[OAK CREST ELEMENTARY SCHOOL](#)

* If a category offers automatic update of accounts (Marked with *), Clicking that category takes you to the "buy" pages for the category. Make your selection there, and you will be returned to PaySchools to complete the purchase process.

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Available Items

PaySchools

Details on the "NEWPORT ELEMENTARY SCHOOL" category offered by Beach Park CCSD

The following items are currently available...

REDUCED PRICE STUDENT LUNCH	Add To Cart Price : \$0.40
STAFF LUNCH	Add To Cart Price : \$3.25
STUDENT LUNCH	Add To Cart Price : \$2.75
STUDENT MILK	Add To Cart Price : \$0.40

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Your shopping cart appears below. Add more items by selecting from the menu to the left. Remove items by setting the Quantity to "Delete" and updating.

Some items may need to have a student associated with them. To assign multiple students to a single item, add the single item to your cart multiple times. Any item marked as "locked" cannot be adjusted here.

When you're ready to check out, just click the blue button at the bottom of this page. [Click here to add more items.](#)

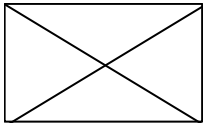
Category	Item Name	Price	Quantity
HOWE ELEMENTARY SCHOOL	STUDENT LUNCH	2.75	1

Grand Total: \$2.75

Update Quantities

If you are ready to check out, please click the button below

Check Out



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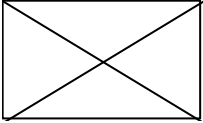
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Selecting Who Each Item Is For

PaySchools

For each item listed below, please select the student to whom the purchase applies.

Instructions

If an item in your cart does not apply to a particular student, select the "Not For A Student" option. If an item is for a specific student and you do not see the name of your student in the drop-down list, please use the form below to add them.

Applies To	Item Name	Price	Quantity
JAZZIE MAYNE ▼	STUDENT LUNCH	\$2.75	1

Assign Items

Add A Student

Use this form to add a student to your account. To edit/delete existing students, [click here](#).

Student First Name*

Student Last Name*

Student ID *

Grade* (Enter 'K' for Kindergarten)

* Required Information

Add New Student

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Checkout - Payment By Check

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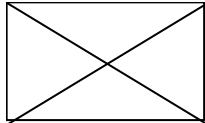
Please verify that the information below is correct.

Your Billing Address: [\(change\)](#)

MRS. GOODLUNCH
 22222 GREENBAY RD
 BEACH PARK, IL, 60099, USA
 8475995000
 MGOODLUNCH@YAHOO.COM

Session Summary Appears Below

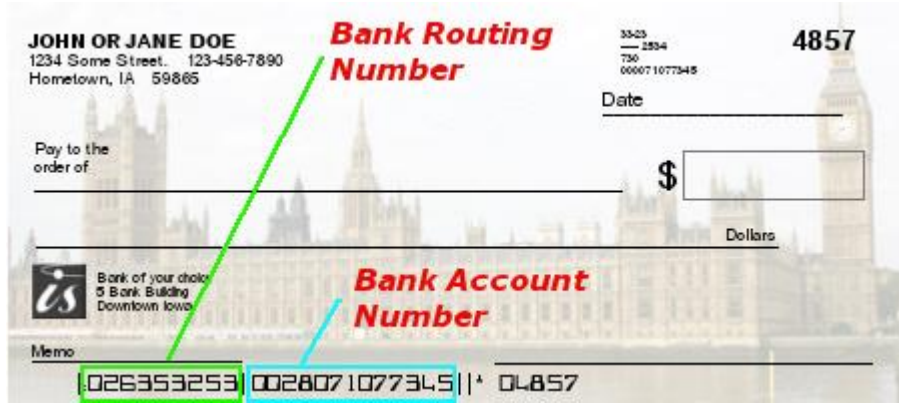
Category	Item Name	Purchased For	Price	Qty
NEWPORT ELEMENTARY SCHOOL	REDUCED PRICE STUDENT LUNCH	JAZZIE (7) - 888888888	\$0.40	1
HOWE ELEMENTARY SCHOOL	REDUCED PRICE STUDENT LUNCH	MARY GOODLUNCH (K) - 111111111	\$0.40	1



Grand Total: \$0.80

Payment By Check

([Click here to pay by Credit Card](#))



Bank Routing Number

Bank Account Number

Re Enter Account Number

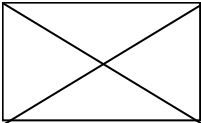
Special comment or instructions (450 characters max - optional)

This purchase will appear on your bank statement as
"SchoolPayment"

Pay Now by E-Check

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Checkout - Pay By Credit Card

PaySchools

Please verify that the information below is correct.

Your Credit Card Billing Address: ([change](#))

MRS. GOODLUNCH
 22222 GREENBAY RD
 BEACH PARK, IL, 60099, USA
 8475995000
 MGOODLUNCH@YAHOO.COM

Session Summary Appears Below

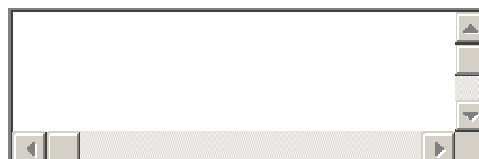
Category	Item Name	Purchased For	Price	Qty
NEWPORT ELEMENTARY SCHOOL	REDUCED PRICE STUDENT LUNCH	JAZZIE (7) - 888888888	\$0.40	1
HOWE ELEMENTARY SCHOOL	REDUCED PRICE STUDENT LUNCH	MARY GOODLUNCH (K) - 111111111	\$0.40	1

Your order subtotal: \$0.80

Grand Total: \$0.80

Payment Information

Credit Card Number
 Expiration Date



Special comment or instructions (450 characters max - optional)



Pay By Credit Card

Click **ONCE** and wait. Do not reload page.

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Your Recent Activity

PaySchools

Below is a list of purchases you have made in the past 90 days.

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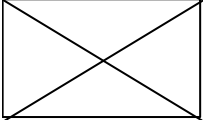
Admins Only

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Contact Information

Sale Date/Time	Entity	Category	Item Sold	Purchased For	Price	Qty	Total
7/3/2008 8:52:59 AM	Beach Park CCSD	KENNETH MURPHY ELEMENTARY SCHOOL	STUDENT LUNCH	TINKER (6) - 777777777	\$2.75	2	\$5.50
7/3/2008 8:52:59 AM	Beach Park CCSD	HOWE ELEMENTARY SCHOOL	STUDENT MILK	JAZZIE (7) - 888888888	\$0.40	4	\$1.60
7/3/2008 8:52:59 AM	Beach Park CCSD	HOWE ELEMENTARY SCHOOL	STUDENT MILK	RICHIE (8) - 999999999	\$0.40	1	\$0.40
Convenience Fee: \$0.00							
Subtotal: \$7.50							

Sale Date/Time	Entity	Category	Item Sold	Purchased For	Price	Qty	Total
7/3/2008 8:33:52 AM	Beach Park CCSD	BEACH PARK MIDDLE SCHOOL	STUDENT LUNCH	JAZZIE (7) - 888888888	\$2.75	2	\$5.50
7/3/2008 8:33:52 AM	Beach Park	OAK CREST ELEMENTARY	STUDENT LUNCH	RICHIE (8) - 999999999	\$2.75	2	\$5.50



	CCSD	SCHOOL					
							Convenience Fee: \$0.00
							Subtotal: \$11.00

Grand total for the last 90 days: \$18.50

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Contacting Customer Service

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Contact Information

Thank you for taking time to visit PaySchools. If you have any questions, you may contact Beach Park CCSD directly at the address below, or use the contact form.

Beach Park CCSD

Write To: Melodie Mayne
 11315 W Wadsworth Road
 Beach Park, IL, 60099
 mmayne@bpd3.org

If you use the form below, your message will be sent to the Customer Service Contact at Beach Park CCSD.

If you are requesting a refund, please read the [Return Policy](#).

 Your Name

 Your Email Address

 Your Question or Comment

EMAIL YOU WILL RECEIVE FROM PAYSCHOOLS:

Dear MRS. GOODLUNCH,

Thank you for your recent registration at PaySchools. Registering allows you to return and make purchases without filling in all your contact information again. Note that we never keep credit card or bank information on file, so you will be asked for that information each time you purchase. You may update your profile and preferences at any time by visiting our website at

<http://www.payschools.com>

Warmest regards,

The PaySchools Team

<http://www.payschools.com>

MRS. GOODLUNCH

The following is a summary of your recent purchase through PaySchools...

\$2.75 Each (Qty 2) of STUDENT LUNCH - JAZZIE (7) - 888888888 (BEACH PARK MIDDLE SCHOOL)

\$2.75 Each (Qty 2) of STUDENT LUNCH - RICHIE (8) - 999999999 (OAK CREST ELEMENTARY SCHOOL)

\$11.00 - Item Total

\$11.00 - Grand Total

Purchased on Thursday, July 03, 2008 at 8:33:52 AM by Mastercard

Order will appear on your statement as a payment to IASB / PaySchools.

Questions? Please contact Monika Jankovics at Beach Park CCSD
mjankovics@bpd3.org

PaySchools

<http://www.payschools.com>

FOR INFORMATION ON LUNCH PROGRAM CONTACT:

KATHY FISKE

KFISKE@BPD3.ORG

847-599-5041

FOR INFORMATION ON SCHOOL FEES CONTACT:

BETTY MELTON

BMELTON@BPD3.ORG

847-599-5005