



In the Sycamore Student Information System, each family has three accounts – One for Tuition, one for Lunch, and one for “Childcare,” which is the ACED Program (before and after care). The balance for your Lunch account is shown differently than for Tuition and ACED. Please note the difference to understand the amount you owe for each account.

LUNCH ACCOUNTS are pre-paid accounts. Think of this account like your bank account. If you have a positive balance, your account has funds available for purchasing lunch. *If you have a negative balance, you are “overdrawn,” like your bank account, and funds must be added immediately.*

TUITION and ACED ACCOUNTS are paid as amounts are due. Think of these accounts like your utility bills. When you have a positive balance, that amount is due to be paid. *If you have a negative balance, you have overpaid, or paid in advance. This is considered a credit balance, and no additional funds are needed.*

MAKING PAYMENTS. Payments for all three accounts can be made in the following ways:

1. **Cash Payments*** are accepted at the school office, or at the ACED office for ACED payments. We typically do not have change available.
2. **Check Payments*** can be mailed, dropped off at the school office (ACED office for ACED payments), or simply sent in to the school with your student, and given to his/her homeroom teacher. Teachers collect payments and correspondence for the school office each morning.
3. **Online Payments** are accepted through Sycamore, via credit card or bank account payment. You have the option to make a single payment, or recurring payments. Payments can be split between tuition, lunch, and/or ACED accounts. All online payments are charged a 2.5% processing fee.

***SPECIAL NOTE: All payments sent to the school should be enclosed in a sealed envelope, and clearly marked as to the purpose of the payment, the name(s) of the student(s) to whom it applies, and how the payment should be divided, if necessary.**

Questions about account balances should be directed as follows:

Lunch Accounts: Mrs. Melissa Wade, mwade@olpls.org

Tuition Accounts: Mrs. Karen Storck, kstorck@olpls.org

ACED Accounts: Mrs. Sharon Cornell, aced@olpls.org