

Vandebilt Catholic High School



Dear Parents,

In an effort to make cafeteria payments as efficient and effective as possible for our parents, we are offering you an online option. This website can be used for the following:

- Making payments to your child's cafeteria account (see website for fees)
- Viewing purchases*
- Viewing current account balance*
- Signing up for monthly auto drafts
- Signing up for email or text alerts for low balances*

** Payments can be made by check directly to the cafeteria. There is no fee for viewing purchases and current account balances or signing up for email or text alerts.*

First bank draft online payment has NO FEE! Make it any time during the school year for any amount. Additional draft fees are 2.5% of the amount with a maximum fee of \$.90. Credit card online payment fee is \$2.25 each regardless of the amount.

To get started:

- 1) Go to www.schoolfiles.com (or the cafeteria payment link on your school's website)
- 2) **If you have not already set up a user profile**, click on the Set up a Profile button
 - a. Complete the form to set up your user profile (you will need an email address)
 - b. Make sure to click on the Continue button to submit your user profile
 - c. Once you have submitted your user profile information, click on the Add your children to this profile button at the top of the screen
 - d. Choose your school district - **Archdiocese of New Orleans**
 - e. Choose **Vandebilt** from the list of schools
 - f. Complete the form to add your child. (Student Name, Address, Birth Date, Student ID)
- 3) **If you already have a user profile**, just log in! Remember Student Name, Address, Birth Date, and Student ID is needed.

Please contact Karen Hebert, cafeteria manager, at 985-851-4603, vandebiltcaf@hdiocese.org for the Student ID. This number is unique to the cafeteria account and IS NOT the student's school ID.

If you would like more information on school meal prices and menus, please visit our website at www.schoolcafe.org