

Dear parents of cello and bass students,

Whenever possible, KISD offers a district owned instrument for school use to students who play a large instrument. This prevents the need for the student to transport the instrument back and forth from home and school each day.

These large instruments are sometimes shared between students in different classes. For example, a cello which is used by a student in second period might also be used by another student in third period. For this reason, the instruments must remain at the school and each student will need to rent or purchase an instrument from one of the local music stores for home practice.

Students who wish to use one of the KISD instruments for class will need to pay the required instrument usage fee of \$100 per year. This fee covers repairs, string replacement, bow re-hair and goes toward the purchase of new instruments. It does not cover negligence or intentional misuse of the instrument. Any student not wishing to pay the fee will be required to transport his or her cello to school each day and home at the end of the day for home practice.

To make this payment, you will pay online with the Pay N Go system. The PayN'Go system is the same system you use for your child's lunch account and how you paid the orchestra activity fee. I have attached instructions for you. For those of you who did this last year, the good news is that you no longer need to access this payment through Charms. You will pay directly through Pay N'Go. Directions on how to pay are on the backside of this letter.

If you do not wish to pay the maintenance fee, your child will need to bring his or her instrument from home each day for class. Since most, if not all of the students will use a school instrument, I have already entered all cello and bass students into the system. Please send me an email if your child will be bringing his or her instrument to school each day so that you are not charged this fee. If you have any questions or any concerns about using the new system, please feel free to contact me at [AmyWilliams@katyisd.org](mailto:AmyWilliams@katyisd.org).

Sincerely,

Ms. Williams  
Orchestra Director

## **How to pay the Instrument usage fee.**

1. Access the Pay N'Go store from Katyisd.org by clicking on the icon in the red bar.
2. Login to the Web Store by clicking on the Pay N'Go icon again
  - a. For first time customer, please click Create new Account
  - b. Your email address and password will be used to log in for future transactions
3. Select the tile for "Junior Highs"
4. Select the tile for "Beckendorff Junior High"
5. Select the tile for "Fine Arts-Instrument Usage Fee"
6. Select Orchestra Instrument Usage
7. Follow the on screen instructions to enter the appropriate information. Please remember to enter the student's name, not the parent name.
8. Select "Add to Cart"