

To: Parents/Guardians of HCS Students
From: HCS Cafeteria Manager
Date: 3/13/14
Re: New Cafeteria Computerized Payment System for School Meals

The Food Service Department recently evaluated many different computerized Point of Sale (POS) systems to increase the level of service and provide accurate school meal accounts. After reviewing several systems a decision has been made to purchase the NUTRIKIDS® POS system. We are currently preparing to implement this new system in our school with a launch date of March, 25th 2014.

For the first few days after the start our lunch line may be slower, but as the students familiarize themselves with the system, the lines should move much quicker than before. Breakfast service will be included and processed on this system as well.

Every student at Harrisville Central School has been entered into the computerized system. We strongly recommend parents/guardians deposit money on the students account via cash or check (with their students ID# on it).

As we have our snack table out in the cafeteria with no POS system. We are encouraging parents to send in money separate from their lunch money for the children to purchase snacks.

If you child has qualified for free or reduced meal prices, the information is noted in the system, and the meal will be processed just as it is for all other students without any special indication to the students.

If you are concerned about a new food allergy that your son/daughter has, please notify the cafeteria with this information. If indicated, a warning will appear on the cashiers' screen for a review of the items on the student's tray. Students with current food allergies are already in the system.

If for any reason you would like a copy of the transaction of your child's account we will be able to give you a print out when we begin using the POS system.

In the near future a Cafeteria Policy will be put in place as to how much is allowed in charges for lunch and breakfast. We would like the staff and students to become familiar with the system before a policy is put in place. With this being said, slips should have/will be going home with your child if money is due for any past lunch or breakfast charges. We are recommending these are paid before the launch date to prevent your student's account from being in the red.

If you have any questions, please feel free to call me at (315) 543-2707 x226

Thank you in advance for your patience in implementing this system. See the reverse side for further information

FEATURES OF THE COMPUTERIZED SYSTEM

Benefits for Parents and Students

- When the account is prepaid you can be sure that your student is only using that money for nutritious lunches/breakfasts served in our cafeteria.
- Lunch is defined as choice of entrée, milk choice, and up to four side dishes available to all students.
- A prepaid account for all students allows parents to deposit money in their student's account, in any amount, at any time, with out concerns about giving their student the exact change every morning.
- For those students receiving free or reduced meals, their meals will be rung up as all the other meals are. Non one will know whether they are receiving a free or reduced meal or debiting their account, except for the cashier.
- Lunch lines move faster when meals are prepaid, thus providing students extra time to enjoy their lunch period.
- Parents can pay any amount at any time. Students can prepay on the line with cash or parents can send in checks (with the student ID # on it), and students can give this to the cashier right in the lunch line. You are only charged for the lunches/breakfasts that are debited to your student's ID academic eligibility number. All student ID numbers are confidential.
- Pin pads are located at every terminal; they provide ease of use and allow for quick transactions.
- Prepayment allows for better security rather than cash.
- Once the transaction has been completed, your student will know his/her account balance.
- When student accounts get low, students will be informed at the register of their balance.

PREPAYMENT OPTIONS

- You can send in prepayment monies at any time. We recommend that parents send in checks rather than cash.
- Regular lunches are \$1.75 and breakfast is \$1.25. Reduced breakfasts and lunches cost \$.25 each.
- Checks are to be made payable to **Harrisville Central School Lunch Fund.**
- When sending a prepayment, please include the student's ID# on the face of the check. If you send in cash please indicate on the face of the envelope, the student's ID#.

If you should have any questions, please feel free to call the Cafeteria at (315) 543-2707 x.226