

Topsfield School Nutrition Department Point of Sale System

To: Parents/Guardians
From: School Food Service Dept.
Date: August 2010
Re: New computerized payment system for the Cafeteria

Topsfield Schools has recently adopted a new computerized Point of Sale payment system for all school meals purchased in the district's cafeterias. The first day of service for this new system will be Thursday, September 2, 2010, the opening day of school. I would like to take the time to introduce this system to all parents and to describe the upcoming services that will be provided.

The POS system allows you to prepay your student's lunch or a la carte purchases. The goal is to not have any money being passed in the lunch line. You can prepay in any amount you choose. The dollar amount will be deposited into your child's debit account and all purchases will be deducted from his/her account when purchases are made. This system will decrease the need for parents to provide cash daily. The first few days the lunch lines may be slower, but as the students familiarize themselves with the system the lines should move much quicker than before.

Every student at Steward and Proctor School has been entered into the computerized system. We strongly suggest parents/guardians deposit money into the student's account. **Please see prepayment information listed below.

Steward School students will be using an electronic classroom roster at the point of sale for identification. Proctor School students will be issued an ID card or enter a PIN into a key pad. These ID cards will be kept in school.

Monies paid into a student account will be used for all purchases in the cafeteria, i.e. lunch, milk, ala carte items.

If your student has qualified for free or reduced price lunches, this information is securely contained within the system and the meal will be processed just as it is for all other students. There is no need to be concerned for a potentially uncomfortable situation for the student.

If you are concerned about a food allergy that your student has, please notify the cafeteria with this information. A warning will appear on the cashier's screen for a quick review of the items on the student's meal tray.

Thank you in advance for your patience as we implement this system.

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.
- Prepaid accounts for all students allow parents to deposit money in their student's account, in any amount, at any time, without 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. No 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. All student ID numbers are confidential.
- Prepayment allows for better security rather than cash.
- Once the transaction has been completed, your student will know his/her account balance.

****PREPAYMENT OPTIONS**

- Prepayment can be done by sending payment to school or by online payment. If sending payment to school we recommend that parents send in checks rather than cash. Please include student's full name and grade on the check in the memo section or envelope so it will be deposited in the correct account. All students will have separate accounts. All monies will be collected in the classroom and sent to the cafeteria to be entered in the student's account.
- Online payment will soon be available at MyNutrikids.com. Please visit the following websites for more information. boxfordschools.org or tritownschoolunion.com
- Lunch tickets will no longer be sold.
- Lunch costs 2.25, milk costs \$.60. Reduced lunches cost \$.40 each.
- Checks are to be made payable to **Town of Topsfield.**

If you should have any questions, please do not hesitate to call Director of School Nutrition, Susan Bodwell, 978-887-1513.

FAQS

1. Can I pay for my child's meal in advance?

Yes, it is encouraged. Online prepayment will be the most efficient way but payment may be sent to school with your student which should be sent to the cafeteria before lunch time.

2. Can I prevent my child from purchasing a la carte items or multiple meals?

Yes, please contact the director of school nutrition, Susan Bodwell directly to set limits on your child's account. Call 978-887-1513 or email, sbodwell@tritownschoolunion.com.

3. Can my child just purchase milk?

Yes. The cost of milk is \$.60. Money should be put into the students account even for milk purchases.

4. How much do school meals cost?

The cost of a school lunch is \$2.25. Milk sold separately costs \$.60.

5. What if my child is absent? What happens to the money in his/her account?

All money in a students account stays in their account until he/she uses it.

6. Can last year's lunch tickets be used this year?

No, as was stated on last year's menus, the tickets were only for use during the year in which they were purchased. Tickets will no longer be sold.

7. What is in place to prevent someone else from using my child's account?

The PIN numbers are linked to the student's pictures within the Nutrikids system. When a student's name or PIN is entered into the computer, the student's picture will appear preventing another student from using someone else's account.

Again, please do not hesitate to contact me with any questions or concerns. I can be reached at 978-887-1513 or sbodwell@tritownschoolunion.com

The School Nutrition Department looks forward to serving your children.

Susan E. Bodwell
Director of School Nutrition