



**Wayland Public Schools
Food Service Department
Wayland High School
264 Old Connecticut Path
Wayland, MA 01778
Phone # 1-508-358-7904
Fax # 1-508-358-3771
Cheryl Judd, Director**

TO: Parents/Guardians
FROM: Cheryl A. Judd
Food Service Director
DATE: March 2, 2009
RE: New computerized payment system for Food Services

Wayland Public Schools is currently setting up 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 **April 28-May 1, 2009 (one school per day)**. 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 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 will be assigned their own personal meal account number. Students can access their accounts using the PIN pads located at every register. We are assuming that all students will learn their ID number, but if they forget, we can access it through every register. It is recommended that all students learn their PIN, as this will make the lunch lines move faster.

We encourage parents to deposit money into the student's account, although they can pay cash. At the Elementary level, monies paid into a student account can only be used for lunch purchases. A la carte snack items must be paid for with cash. This way, parents are assured that their money is being used to purchase only lunch. Secondary school snack bar purchases will be allowed to be debited from the students' account. Please notify the Food Service Department at 508-358-7904 if you would prefer to restrict a la carte spending to lunch purchases only on your child's account.

When sending in money by check or cash, please include the student's ID number on the check or envelope so it is deposited into the correct account. **THIS SYSTEM ALLOWS STUDENTS TO CHARGE ONLY IF THERE IS MONEY IN THEIR ACCOUNT – WE WON'T ALLOW ANY NEGATIVE BALANCES TO OCCUR. If you currently owe money for overdue lunch purchases, please pay the overdue balance and deposit a prepayment prior to the implementation of this system.**

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 in implementing 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 served in our cafeteria (Elementary).
- Lunch is defined as a choice of entrée, milk choice, and up to four side dishes available to all students.
- Prepaid accounts for all students allows 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. 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 that are debited to your student's PIN. 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.
- Students may use any register. When a lunch is recorded at one register, it will automatically be recorded on the other registers.
- When student accounts get low, students will be informed at the register of their balance.

PREPAYMENT OPTIONS

- Pre-pay into students' food accounts using MyNutrikids.com (details to follow)
- You can send in prepayment monies at any time. We recommend that parents send in checks rather than cash. All monies should be submitted only to cafeteria personnel.
- Regular lunches cost \$2.50 (Elementary)/\$2.75 (Secondary). Reduced lunches cost \$.40 each.
- Checks are to be made payable to **Wayland Public Schools FSD**.
- 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 do not hesitate to call the Food Service office at 508-358-7904.