

TO: PARENTS AND GUARDIANS
FROM: MARIA BARKER, DIRECTOR OF FOOD SERVICE



05/26/09

COMPUTERIZED LUNCH PAYMENT INFORMATION

I want to clarify How the system works for those children purchasing lunch or milk:

1. Every student will have a LUNCH card with their name and ID number printed on it. The cards will be kept at school to prevent loss.
2. **Parents will pre-pay to the cafeteria by check or cash.**
 - a. **Make check payable to “FLORENCE ROCHE SCHOOL LUNCH”.** (You must include the student’s entire name on the memo portion of the check). **Prepayment by check is preferred for accounting and security reasons.**
 - b. **Prepayment using cash:** place cash into a sealed envelope, with your child’s name and homeroom teacher’s name printed on the front of the envelope.

We strongly encourage you to pre-pay for a number of lunches or milk in advance. Lunch lines move faster when meals are prepaid, providing children extra time to enjoy their lunch. (Students paying at the register with cash, is still an option).

3. The cafeteria staff will then enter the amount received, into the register under the student’s account.
4. If your student qualifies for free or reduced price lunches, the meal will be processed just as it is for all other students. There will be no uncomfortable situation for the student.
5. Each student will have an ID card that will be swiped at the register. The card will bring up his or her account.
6. Purchases will be automatically deducted from the account. You are only charged for the lunch or milk that your child purchases.
7. **We will send a note home with your child for one of the following TWO reasons. (Please check your child’s backpack for these notices).**
 - a. When the account goes below \$10.00. This is a friendly **reminder** that the account is close to zero and needs to be replenished.
 - b. When the account is at a **negative balance**. The school has not received payment for lunches that have been served to your child. Immediate payment is required.
8. Any money owed to the school lunch program will need to be paid before **JULY 1, 2009**. We will contact you by phone.
9. At the end of the school year, any balance will be transferred automatically to the student’s account for the next school year.



Please do not hesitate to contact the cafeteria manager, Ms. Leslie Colt, at (978) 448-6665 with questions or concerns.