

# Wachusett Regional Foodservices

## Mayo Elementary

To: Parents/Guardians  
From: WRSD Food Services Dept.  
Date: February, 2011  
Re: New computerized payment system for the Mayo School Cafeteria

Mayo School Cafeteria has 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 **March 21<sup>st</sup> 2011**. I would like to take the time to introduce this system to all parents and to make them familiar with 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 have their own personal lunchroom account based on their current student ID number. Students can access their accounts on the PIN pads located at every register. We are assuming that *all students know their student ID number*, but if they forget, we can access it through every register. ***It is strongly recommended that all students remember their numbers, as this will make the lunch lines move faster.***

We encourage parents to deposit money into the student's account, although they may still pay cash. Monies paid into a student account can only be used for the purchase of regular, milk and alternative meals. This way, parents are assured that their money is being used to purchase only lunch or milk. 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 can't allow any negative balances to occur.

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.

*Please see reverse 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 and milk served in our cafeteria.
- Lunch is defined as a choice of any entrée, milk, and up to three 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, and not have to be concerned with 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 ID academic eligibility number. All student ID numbers are confidential.
- All ala carte items must be paid for with cash. Parents can be assured that all prepaid monies can only be used for lunch and milk only.
- 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. All monies should be submitted only to cafeteria personnel at their designated lunch time.
- Regular lunches cost \$2.75. Reduced price lunches cost \$.40 each. Milk only \$.50
- Checks are to be made payable to **WRSD – Mayo School Cafeteria.**
- When sending 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#.
- An Online Prepayment System will also be in place with information separately.

**If you should have any questions, please do not hesitate to call the office of Cafeteria Services at 508-829-1670 x278**