

**Arlington Public Schools
Food Services Department
869 Massachusetts Ave
Arlington, MA 02476
Phone: 781-316-3643/3641
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To: Parents/Guardians of Ottoson Students
From: Denise Boucher and Rob Rice, Food Services
Date: May 27, 2008
Re: New Computerized Payment System for Breakfast and Lunch

Dear Parents and Students:

The Ottoson Middle School will be implementing our new computerized Point of Sale payment system for all items purchased in the cafeteria. The first day of service for this new system will be on June 6, 2008.

We are encouraging every student to use his or her own personal lunchroom account. Students will line up for lunch, and when they reach the cashier, they will enter their assigned PIN number into the PIN pad. It is strongly recommended that all students use their prepaid lunch accounts, as this will make the lunch lines **move faster** and ensure that no student is overtly identified as free or reduced at the register. Students who currently prepay will have their remaining balances transferred. Even occasional lunch buyers are being encouraged to put some money on their account instead of bringing cash each day.

Monies paid into a student account can be used for the purchase of meals, milk and snacks. If you are pre-paying, checks are preferred. Lost cash cannot be tracked back to your child. All checks will be deposited daily, both to your child's account and to the bank. Whether you send cash or a check, please include the student's full name and grade on the envelope or check so it is deposited into the correct account. If your child's lunch is lost, stolen, forgotten, or left on a bus, this system eliminates the need for any telephone calls or concern as they can charge the lunch on their account, if there is money available.

If your student has qualified for **free or reduced** price meals, 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 your child is reduced, please follow the method above to pre-pay for your child's meal.

Students or parents may drop off or mail checks to the school. If you have more than one student who is at the school with the POS system and you wish to pay for them on one check, please include a note on how you wish us to break up the check between children. All checks should be made out to the **Town of Arlington, Food Service**.

We are encouraging all customers to ensure they have money on account before the start of lunch. This helps keep the lunch line moving smoothly and eliminates the need to make change or deal with lost or stolen cash.

More information on the reverse side!

FEATURES OF THE COMPUTERIZED SYSTEM

Benefits for Parents and Students

- Prepaid accounts for all students allow 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. Children who pay a reduced fee are also encouraged to pre-pay.
- 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. We strongly suggest that all payments come in the form of checks. Checks will be deposited to your student's account before the start of the meal. You are only charged for the lunches that are debited to your student's account.
- Prepayment allows for better security than cash.

PREPAYMENT OPTIONS

- You can send in prepayment monies at any time. We recommend that parents send in checks rather than cash. Money orders will also be accepted but please put the child's full name on the front of the MO.
- Full Price lunch costs \$1.95-\$ 2.95, Depending on the meal chosen. Reduced lunch costs \$.40 each, and milk is \$.70.
- Checks are to be made payable to **The Town of Arlington, Food Services**
- When sending prepayment, **please include the student's entire name on the face of the check.** If you send in cash please indicate on the face of the envelope, the student's name and grade.
- In the near future, parents will be able to use **MyNutriKids.com** to make secure online payments with a credit card, debit care, or with an existing PayPal account. Detailed instructions will be forth coming.

We are excited about the implementation of the POS system at the Ottoson Middle School. This system adds a level of security for your student's information and their cash. The system will also allow us to keep more accurate records and free up time for the food service staff to focus on the students and the food.

If you should have any questions, please do not hesitate to call the Food Service office at 781-316-3643.