

October 27, 2008

Dear Parents and Guardians:

The Mayfield Central School District has adopted a new computerized Point of Sale payment system for all school meals purchased in the district's cafeterias. We plan to implement the new system soon, beginning with our Elementary School on Wednesday, December 9; and the Jr/Sr High School on Thursday, December 10, 2008. 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 run as smoothly as before. Breakfast will be included on the same system.

In mid-November, every student will be given their own personal lunchroom account number. Students can access their accounts on the PIN pads located at every register. Each student will receive their ID number, which correlates to the account on the system. This system also has the students' picture on the screen when their account is drawn up, which will help reduce any errors. It is strongly recommended that all students remember their numbers, as this will make the lunch lines move faster.

As in the past, parents are able to deposit money into the student's account, although the students may still pay cash. Monies paid into a student account can only be used for the purchase of meals. This way, parents are assured that their money is being used to purchase only lunch or breakfast. All ala carte items must be paid for with cash. When sending in money by check or cash, please include the student's name and ID number with the payment so it is deposited into the correct account.

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 you are concerned about a food allergy with documented medical information on file in the nurse's office that your child 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.

As with any new system, we anticipate there will be some issues to work out, but we are confident that ultimately it will be better for both your child and you. Thank you in advance for your patience in implementing this system.

Sincerely,

Paul G. Williamsen  
Superintendent

PGW:dj

## 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/breakfasts served in our cafeteria.
- Lunch is defined as a choice of entrée, milk choice, and 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 ultimately 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's name and ID # on it), and students can give this to the cashier right in the lunch line. You are only charged for the lunches/breakfasts that are debited to your student's account. 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/breakfast only.
- Keypads 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.
- Checks are to be made payable to: "Mayfield Central School District Cafeteria Account".
- When sending prepayment, please include the student's name and ID # on the face of the check.

If you should have any questions, please do not hesitate to call the Food Service Manager, Lindsay Boerenko at 661-8257 or the Food Service Director, Judy Murray at 853-4508; or e-mail at [boerenko.lindsay@mayfieldcsd.org](mailto:boerenko.lindsay@mayfieldcsd.org).