

COMPUTERIZED LUNCH TICKETS WESTLAKE HIGH SCHOOL

Starts Tuesday, May 1, 2007

QUESTIONS AND ANSWERS

Q: What is this?

A: It is a new computerized debiting system that allows parents to pay for student lunches in advance in essence giving your child an electronic lunch ticket.

Q: How does it work?

A: Quite easily in fact. You can pay for as many lunches in advance for your child as you wish up to an entire school year. These funds will be deposited into a debit account for your child to use at lunchtime.

Q: How does my child use his account?

A: Computer terminals/registers have been installed at the end of each line. When your child selects his lunch, he scans the bar code located on his Student ID Card. His name comes up with a balance amount available. The cashier enters what has been purchased and the program automatically subtracts and computes the new balance for the following day.

Q: What happens when my account runs low?

A: The cashier will give your child a printed PrePay envelope. Simply return it to school the following Monday with a new check to be deposited to the account.

Q: Does my child have to use this system?

A: No, it is strictly up to you. Your child can pay cash at the register each day. The system has been installed as a convenience for children who no longer will have to tote money to school each day and lose all or part of it. It reduces the hassle for parents to remember to give kids their lunch money each day as well.

Q: What happens if someone else uses my child's ID card?

A: Students may use **ONLY** their assigned Student ID cards. To prevent fraudulent use of student accounts, each register will be equipped with a digital camera that will take a digital image of your son or daughter and download it to the system the first time they purchase foods in the cafeteria. Using someone else's ID card will be considered theft and dealt with according to School and District Policies and Procedures.

Q: What if my child brings home another PrePay envelope but I think it is too early to see one?

A: The system can recall any transaction for any time period during the school year. If you are curious, just contact the school and we can check. Perhaps your child has been buying lunches for his or her friends!

Q: What if my child has a food allergy?

A: Please notify Food Service of any allergy and this will be input into the system as a back-up safe guard. Keep in mind that the child should still be fully educated about his/her allergy-based limitations and should choose appropriate foods accordingly.

Q: May child receives lunch at a "reduced rate". Does the system know?

A: Yes, all information regarding students receiving free or reduced lunches had been downloaded into the system and accounts will be handled the same as others. Students will need to show their Student ID Card just like everyone else which helps to insure they are not singled out in any way. Only the cashier knows who are receiving federally subsidized lunches.

Q: What if I move and have money in the system?

A: You may request a refund.

Q: What happens at the end of the school year?

A: Funds in the system can be rolled over to the next year except in grades advancing to another school., in this case the funds will be transferred to the new school.

Please make sure your child has their Student ID Card by Tuesday, May 1st.

Please contact me at 899-3075 x2034 if you have any questions. Thanks!!

Sincerely,

Mary Kay Auger
Cook Manager
WHS Kitchen

!! IMPORTANT ! PLEASE READ CAREFULLY !!

Dear Parents & Student;

The purpose of this letter is to inform you that the Westlake High School Cafeteria is implementing a new computerized debit system that will replace the traditional cash registers currently being used in the cafeteria lunch lines. This new system will benefit you, your child, and the district in many ways, and I hope that you and your child/children will consider taking advantage of some of the convenient options the system has to offer. The information in this letter will outline and hopefully answer questions concerning the new system. However, if you still have questions, please feel free to call Mary Kay Auger, Cook Manager, WHS Kitchen, at 440/899-3075 x2034.

The new system will allow you to pay in advance for meals and/or ala carte foods (juice drinks, ice cream, cookies, etc.) if you choose to do so. Students will still be able to pay cash on a daily basis as they have in the past. The system works with a scanner that reads the bar code located on your child's Student ID card. **Please note that this system is very confidential. All students will be required to use their Student ID card regardless of meal status or payment method, thus insuring your child's privacy.**

All students will have an established debit account, although you will not be required to make advanced payments because the system has the ability to act as a cash register and can accept cash payments on a daily basis. However, for your convenience, you may wish to choose the option of making advanced payments. To prevent fraudulent use of student accounts, each register will be equipped with a digital camera that will take a digital image of your son or daughter and download it into the system the first time they purchase foods in the cafeteria. This digital image will appear on the monitor for the cashier to view every time your child accesses his or her account, therefore insuring that no other student can use your child's account.

Money will only be deducted from an account when the student uses the account to purchase meals and/or ala carte items. The system will know the meal status of your student (full-pay, free, or reduced) and will deduct the correct amount from the account. There is no limit on the amount of money that can be deposited into a debit account. When account balances fall below \$5, the cashier will remind the student by providing him or her with a preprinted envelope. To make an advanced payment, fill out the information on the outside of the envelope, enclose payment, return envelope with payment to cafeteria in the morning.

Advanced Payment Plan

CASH ON ACCOUNT -- A cash debit account is created by making a payment of a certain dollar amount (\$5.00, \$10.00, \$20.00, etc.) to the cafeteria (checks to be made payable to the Westlake Board of Education). These funds are then deposited into your son or daughter's debit account and are available to your child when purchasing meals and/or ala carte foods in the cafeteria. There are no limitations as to what may be purchased or how many purchases can be made. The account balance simply decreases as purchases take place.

On the back of this letter is a detachable form to be filled out and returned with your first deposit. (Make checks payable to: Westlake Board of Education) For safety purposes, we recommend that advanced payments be sent in the form of a check. If you are paying for more than one student in the same school with one payment, please note how much money is to be designated to each student's account. If you do not specify, the deposit amount will be divided equally between siblings' accounts. Thank you for your cooperation and your participation. We hope that you will be patient with us as we make the transition to the new millennium. We are very excited about this new system and hope you will take advantage of all of the convenient options.

Sincerely,

Timothy Freeman
Principal
Westlake High School

TO BE USED FOR FIRST ADVANCED PAYMENT ONLY

STUDENT DEPOSIT FORM TO BE RETURNED WITH ADVANCED PAYEMENT

Student Name _____ Grade _____

Parent or Guardian Name _____

Cash Amount _____ Check Amount _____ Check # _____
(please make check payable to :Westlake Board of Education)