

STUDENT NAME:

PIN#:

February 2007

Dear Riverside West Elementary Parents & Student;

The purpose of this letter is to inform you that the Riverside West Elementary School cafeteria will be implementing a new computerized debit register system that will replace the traditional cash registers currently being used. **Along with the new system, we will also be instituting a CASHLESS policy. All students purchasing lunch or snacks on any given day must have money on their account. No money will be taken at the register during meal service. Students can make deposits to their account by way of a visit to the cafeteria before homeroom, or a locked deposit box located in the cafeteria.** We plan to shift over to this system on March 6, 2007. The following will outline and hopefully answer questions concerning the new computerized system. Please read the following information carefully, and if you have any questions that remain unanswered, please feel free to call the food service office at 562-1031.

The new system is a computerized debit system that will allow you to put money on an account set up for you child. It will allow you to pay in advance for meals and/or a la carte foods (snack items). Students will still be able to pay cash (prior to meal service) on a daily basis as they have in the past if they so choose. The system works with a PIN pad that is similar to an automated teller machine (ATM). It will allow your child to enter their 5 or 6 digit personal identification number (PIN) to access their account. For security, your child's picture is shown on the cashier's screen each time they input their PIN number. **Your child's PIN number is their Student ID number, and they will use this number during the remainder of their time in the Riverside School District.** We ask that you please have them memorize this number, but to prevent confusion and stress to our students, the school will provide swipe cards that can be used in lieu of in-putting a number. These cards are by LifeTouch and have the student's picture and PIN on them. They will be distributed prior to our go-live date. They are meant to aide the children in a smooth transition to this new system, but memorizing their number and using the pin pad is the ultimate goal for all students.

All students purchasing foods in the cafeteria will need to input their PIN or swipe their card into the system regardless of their meal status (paid, free, or reduced). The PIN pad will be located at the cashier station.

All students will have an established debit account regardless of what payment method they choose, and money is only deducted when the student uses their account. The system will know the meal status of your child (free, reduced, paid) and will deduct money accordingly. There is no limit on the amount of money that can be deposited into your child's account. For your convenience, you may choose one of the following options for making advanced payments.

Advanced Payment Options

OPTION #1: 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. These funds are then deposited into your child's debit account and available when purchasing lunch and/or a la 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. When balance becomes low (\$5.00 or below), students are given a reminder notice to take home.

OPTION #2: CUSTOMIZED ACCOUNT

Money is put on account and designated by YOU on how it is to be used. (Example: Student meal daily plus .50 for snacks on Mon./Wed./Fri. only). We are able to customize your child's account any way you choose. Again, when the balance becomes low (\$5.00 or below), students are given a reminder notice to take home.

Cashiers will have pre-printed envelopes available at the register for students when their balance is low. These envelopes should be used when making deposits. To make a deposit, fill out the information on the outside of the envelope, enclose payment and return envelope to the cafeteria in the morning.

Please note that this system is very confidential and insures your child's privacy. **Please remember all students will be required to enter their PIN number every time they make a transaction.**

Below is a detachable form that should be sent in with your first deposit. Make checks payable to: Riverside Cafeteria Fund. This form does not need to be used for future deposits. Please use the pre-printed envelopes that will be available at the cashier stations. If you are paying for more than one student in the same school with one payment, please clearly document how much money is to be designated to each student's account. Thank you for your cooperation and your participation. We hope that you will be patient with us as we make the transition to this new system.

Sincerely,

Donna Gilroy
Food Service Director

TO BE USED FOR FIRST ADVANCED PAYMENT ONLY

STUDENT DEPOSIT FORM TO BE RETURNED WITH ADVANCED PAYMENT

Student Name _____ PIN# _____ Grade _____

Parent or Guardian Name _____

Cash Amount _____ Check Amount _____ Check # _____
(please make check payable to: Riverside Cafeteria Fund)

CHOOSE PAYMENT OPTION:

OPTION #1 – CASH ON ACCOUNT Cash/Check Amount: _____

OPTION #2 – CUSTOMIZED Cash/Check Debit Amount: _____

Meal Daily _____ (please check) Below please list how you would like to customize your child's account:

