

TO: PARENTS & GUARDIANS of MIDDLE SCHOOL STUDENTS

8/24/09

FROM: MARIA BARKER, DIRECTOR of FOOD SERVICE

**RE: NEW LUNCH PAYMENT INFORMATION for Groton-Dunstable Middle School**

Groton-Dunstable Regional School District has purchased a new automated point-of-sale system for the lunch program. This system will be installed at the Middle School before the new school year begins.

This system will increase the speed of the lunch line and increase accuracy of accounting, including the recording of payments (both cash and checks) and maintaining an accurate balance of each child's lunch account.

**How the system works:**

1. Each student will receive a Lunch Card. The student's name and School ID will be printed on this card.
2. When the student is purchasing food or a beverage, his/her student Lunch Card will be swiped at the register. The card will bring up his or her account.
3. **The Lunch Cards will be kept in each school's cafeteria to prevent loss.**
4. Before selecting and purchasing lunch, each student will obtain his or her Lunch Card, which will be available in the cafeteria, and then proceed to the lunch line.
5. Parents will pre-pay lunch (via cash or check) to the cafeteria, which will be the same procedure as last year. A check is preferred. **We strongly encourage you to pre-pay for a number of lunches or milk, in advance. Please make checks payable to "Groton -Dunstable School Lunch". Please put the student's name in the memo portion of the check.** (Students may also pay at the register with cash).
6. The cafeteria staff will enter the amount of the cash or check received into the new computer register, using the student's name or ID number. All purchases of food or beverages will be automatically deducted from the student's account.
7. If your student qualifies for free or reduced price lunches, this information is securely contained within the new computer register. The meal will be processed just as it is for all other students. There will be no uncomfortable situation for the student.
8. At the end of the school year, the current balance will be transferred automatically to the student's account for the next school year.

**Please maintain a positive balance in your child's lunch account. The school cannot allow a student's lunch account to continue with a negative balance (meaning that the student owes money for lunches). Any lunch money owed to the school should be paid, as soon as possible.**

Any questions, please contact the Cafeteria Manager at each school.

- Middle School South (grades 5 and 6): Pam Patnode (978) 448-6155 ext.1300
- Middle School North (grades 7 and 8): Linda Mavilia (978) 448-6155 ext.5410