

CENTRALIA HIGH SCHOOL CAFETERIA INFORMATION

2016-2017

The Centralia High School cafeteria is equipped with a computerized lunch system which allows each student's lunch account to be handled faster and more efficiently. However, it is a **debit account** system not a credit account system. This means that money **must** be deposited into the account before a student may purchase items using his or her I.D. card. Each student is issued a student I.D. card upon registration with their own personal I.D. number. During mealtime, the student must scan their card to access their account. If there is money in the account, the purchases are deducted. If the student is eligible for free or reduced meals, the computer acts as if the student has meal credits in the account. If there is no money in the account, the student will be reminded to bring money. Students who develop a negative balance will be given a Type A sack lunch, which will be charged as a regular lunch, until their balance is returned to a positive level. This also includes free and reduced lunch students who have created a negative amount by purchasing Ala-Carte and Snack items that are not included on the free and reduced menu. This policy in no way denies your child a breakfast or lunch; it just may not be the one they prefer. **There will be absolutely no credit!!!** To make sure no other student is accessing your child's account, the computer will display the student's school picture once the I.D. # is scanned.

If your child does become over \$5.00 negative a SkyAlert phone message will be sent to parents/guardians every night until the negative balance is brought current. If a card is lost or stolen, the student should report the incident to the cafeteria supervisor immediately so that an alert can be put on the student's card. If someone uses another student's card without permission, it will be treated like shoplifting and the police will be called.

Additional Benefits Include:

- A detailed record is kept of what your child eats and where your money is going. Only food items can be purchased. Cash cannot be taken out of an account.
- Parents may pay by mail with a weekly, monthly, or yearly check. Students and parents don't have to hassle with meal money each day.
- Parents have canceled checks to know exactly where their money is being spent.
- **A minimum amount of \$10.00 is requested for each deposit, no matter how you choose to pay for your students lunches.**

FREE & REDUCED LUNCHES

With the current system, free and reduced lunch students cannot be distinguished from paid students. Even the cashier will not be able to tell the difference by looking on the computer screen. **However,**

free and reduced students must deposit money in their accounts if they wish to purchase food items from the ala carte, hot lunch line, or snack bar that are not on the regular free and reduced lunch menu.

Filling Out Free and Reduced Lunch Applications –

To qualify for free or reduced lunches, **all free and reduced lunch applications must be filled out completely.** This means the form must include:

- **correct** TANF numbers or income information
- printed name, plus written signature, & social security number of the adult signing the application
- a listing of all members of the household
- grade in school for all students listed

If the form is not filled out correctly or is lacking information, your child will be denied free lunches based on an incomplete application. So, please take time to fill out the application correctly and completely. **If you were issued a letter from the high school stating that you are Directly Certified, please bring a copy of the letter on the day of registration. This form automatically qualifies you for free lunches and exempts you from verification in October.**

WHAT DO YOU DO TO GET STARTED?

It's easy. Your child already has a lunch account and he/she will receive their initial I.D. card during registration. If your child loses or misplaces their ID card, they will be required to purchase another in the Main Office at a cost of \$10.00. Therefore, it is important that they keep track of and bring their ID card to school with them every day. Failure to produce an ID for meals will result in the student receiving a sack lunch or other disciplinary consequences. Having their ID card also protects the student's account, so that no other student may use their ID number.

Money may be deposited on your child's account the day of registration. Parents may pay by cash or check. **Checks should be made payable to Centralia High School Cafeteria.** If you have more than one child at Centralia High School and would like to write a single check, you should write the names of the students and their grade somewhere on the check and indicate how much should be deposited in each child's account. If you are sending cash, please place the money in a sealed envelope and make sure to put the child's /children's name(s), grade and amount on the outside of the envelope. Students may also put money on their account in the cafeteria each morning from **7:40 a.m. to 8:10 a.m.** Money may be deposited by the use of a drop box, located at the cafeteria office; however, **it must be in a sealed envelope with the students name and grade clearly marked on the outside.** Any money paid after 10:00 will be credited on the next day's business. It is preferred that money be deposited the first day of the week if possible. Any balance left on the student's account at the end of a school year will be carried over to the next year. Seniors will be notified of excess funds in March or April, so that they may deplete their account. If a student withdraws or transfers to a school that is not on a computerized system, excess funds will be returned.

ANY STUDENT WITH A NEGATIVE BALANCE ON THE PREVIOUS YEAR'S ACCOUNT WILL BE NOTIFIED AT REGISTRATION. THIS BALANCE MUST BE PAID BEFORE THE STUDENT WILL BE ALLOWED TO REGISTER.

Any questions or concerns may be referred to the Cafeteria Manager, at 618-532-7391 Ext. 3030.