

# **Cafeteria Lunch System (POS)**

## **WHAT IS POINT OF SALE (POS)?**

Point of Sale is a computerized debit system that deducts money from the student account at the time of purchase.

## **HOW DOES IT WORK?**

- An account is set up for each student so lunch and snacks can be purchased without using cash daily.
- Money is placed in the student's account, and parents can decide how the money can be used

## **HOW DO I SET UP AN ACCOUNT FOR MY CHILD?**

- Students are assigned an ID# at kindergarten registration or upon entering the District, and the ID is used through Grade 12.
- Prepayment envelopes are available in each cafeteria or school office. Complete the information on the envelope and note the ID# on the check.
- We recommend placing \$60 in each student account for those who purchase daily. It is also suggested that \$5 be placed in all student accounts for emergencies.
- Students who receive free or reduced priced meals must also use the student ID#.
- The District does not have the ability to accept credit card payments.

## **HOW DOES MY CHILD USE THE POINT OF SALE SYSTEM?**

- Students/parents decide what to purchase and enters the ID# on the pin pad located next to the cashier.
- The student name is displayed on the screen so the cashier can identify the student.
- The cashier keys in the student selection, and the computer calculates the purchase and debits the amount from the account.
- A letter will be sent home when there is a low or negative balance.

## **WHAT IS THE CHILD FORGETS THEIR PIN NUMBER?**

The cashier has the capability to retrieve the student's ID# on the line.

## **HOW DO I KNOW THAT MY CHILD IS THE ONLY ONE USING THE ACCOUNT?**

The system records the purchase and prompts the cashier if an ID# has been used more than once.

## **WHAT IF MY CHILD DOES NOT HAVE ENOUGH MONEY IN THEIR ACCOUNT FOR LUNCH?**

- Our policy is that no child shall go hungry.
- The student is permitted to purchase lunch; however, students with negative account balances will not be allowed to make a la carte purchases until the account is paid in full.

## **WHAT IF MY CHILD HAS SPECIAL CIRCUMSTANCES?**

Indicate the information on the payment envelope for the manager, and the system alerts the cashier of the situation.

## **WHAT IF I CHOOSE NOT TO PARTICIPATE IN THE POINT OF SALE?**

There is the option of paying cash; however, the ID# still needs to be used for purchases.