

Dear Parents:

Our cafeteria uses the Café Enterprise cashiering system.. This system allows you to pay in advance for meals and/or a la carte foods.

If you would like to prepay for your child's lunches, we can accept any amount. Please make the checks out to **BG Board of Education. Be sure to write your child's name or student ID number on the check. Post dated checks are not accepted. All checks are deposited the day they are received.** You will also need to let us know if this money should be used just for meals or for meals and ala carte items. (Please see attached form). Café Enterprise also gives parents the option of paying for their child's meals online using mySchoolBucks. Our website address is <http://www.bgcsfoodservice.com>. There is no charge to the school district for this service. Parents pay a \$1.75 service fee to cover costs.

- When your child comes through our lunch line they enter their PIN number into a PIN pad. **Please help your child memorize this number.** The PIN number will remain the same throughout the remaining years your child is enrolled at Bowling Green Schools.
- The cashier then presses a key that brings the student's picture and account balance onto the screen.
- She enters the items purchased and the amount is automatically deducted from the student's balance.
- Students can still pay cash each day if they wish. They will still enter their numbers into the PIN pad.

If a student is free or reduced, no one but the cashier will know. Other students in line don't know whether your child has prepaid for lunches or receives a free lunch. This computer system keeps track of our inventory and automatically prints out our reports to the state. It will also print out your student's purchases if you want to see where they are spending their money. You can also view this information online at mySchoolBucks.com.

Also, we can enter any dietary restrictions your child might have (such as peanut allergy) into our system. When the child's information comes up on the screen this will be displayed in prominent red letters to make sure the cashier checks the child's purchases for any offending products.

I am confident you will find this system convenient to use. Our lunch lines move much faster when students take advantage of the prepay option. The cashier saves time when she doesn't have to wait for the students to find their money and then stop and make change. This gives our students more time to sit down and enjoy their lunch instead of standing in line.

Please contact me if you have any questions or comments.

Sincerely,
Sue Chandler, CDM,CFPP
Food Service Director
(419) 352-3576 ext. 4040

STUDENT DEPOSIT FORM TO BE RETURNED WITH PAYMENT

Student Name _____ PIN# _____ Grade _____

Parent or Guardian Name _____ Cash Amount _____ Check Amount _____

Prepaid Meals ONLY **OR** Number of Lunches _____ Amount for Snacks _____