

**NEW FRANKLIN SCHOOL
CAFETERIA**

Joanne Curtis, Manager

436-8133

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THE STUDENT CAFETERIA ACCOUNT

The Point of Sale (POS) Program:

The point of sale program is an automated program that allows parents or guardians to pay for their student's meals, milks, and snacks ahead of time or on a daily basis. Each student has an account. Parents may prepay any amount. The status of a student's account is always available in the system by contacting the bookkeeper. At this point, there is no parent or guardian access to the program.

How does the POINT OF SALE work?

The POS is a debit account for each student. Money deposited in the POS is available for use by the student to purchase meals, milk, and snacks. It is **not** a credit account program. It's the responsibility of the parent to deposit funds in the account. If a student's account is in arrears more than the value of three lunches, the menu availability to the student is restricted. Since the Portsmouth School Nutrition Program is a self-supporting program, negative balances are discouraged. Student support is essential to the continued success of the Program.

Each student has a cafeteria card with a bar code unique to him or her. Often times, students in the upper grades have memorized their student numbers and simply type them into the key pad at the register. Younger students utilize bar coded cafeteria cards that they simply scan in front of the "magic eye". In either situation, the student is identified and charged for the appropriate purchase.

How do I know if I want to participate?

Prior to each month, a menu is sent home for the next month describing the menu choices available. Although each menu is subject to change, based on the availability of menu items, it gives the parent an idea of what meals are being served. The breakfast menu is consistent, with a different main entrée each day. Milk is sold at both meals. Snacks are available on a daily basis.

How much money should I put into the Program?

It is up to you. We will deposit any amount of cash or checks into an account. Breakfast costs \$1.25; lunch costs \$2.25. Your student(s) may qualify for free meals or for reduced price meals. Reduced price is \$.30 for breakfast and \$.40 for lunch.

Can I apply for assistance in the program?

Students can qualify for the Free or Reduced program, based on income and the size of the household. If you believe you may qualify, please complete an application. (telephone: 436-0443). Applications may be submitted at any time during the school year.

How do I know how my student's account is being used?

Parents or guardians may request a transaction report at any time from the bookkeeper. This report reflects all purchases, except cash purchases at the "Snack Shack", and all deposits, including check number, if applicable. Any discrepancy noted, should be discussed with the bookkeeper as soon as possible.

What is the "Snack Shack"?

The "Snack Shack" is available every morning to allow students to purchase milk, juice, and/or snacks for their morning snack time. Students may purchase snacks with the money in their account or pay cash for the snacks. Students are **not** allowed to "charge" snack items.

How will I know if my student has money in her/his account?

Simply contact the bookkeeper at 436-8133 or email at donclark@portsmouth.k12.nh.us. Additionally, we send home student account status slips ("Blue Slips"), twice a week, at the point that a student's account reaches \$0.00 or below. We count on the student to bring the slips home for the parent's attention.

What happens if my student has special needs?

Any medical considerations should be forwarded to the school nurse, who will advise Program personnel of any special needs. This includes sensitivities, allergies, and other medical issues.

What do I do, if I have special requirements for my student?

Other than medical issues, if the parent or guardian has specific requirements for the student or students, these requirements should be sent to the bookkeeper, in writing.

What happens to my student's account at the end of the year?

New Franklin School, the Portsmouth Middle School, and the Portsmouth High School, are utilizing the Nutrikids point of sale program. Balances and deficits carry over from year to year. Whatever the student's balance was at the end of the school year will carry over in the program to the succeeding school year.

A final note from the New Franklin School Cafeteria.

As members of the Portsmouth School Nutrition Program, at New Franklin School, we are dedicated to providing our students with healthy, nutritious, and flavorful meals. Children need healthy meals to learn. Portsmouth Schools offers healthy meals every school day. If you have questions, comments, or suggestions, please contact us. Parents or guardians may visit the cafeteria and speak to us in person. Please be sure to stop and register in the main office. We urge you to hang on to this information sheet for reference throughout the school year. We are pleased to offer nutritious, affordable meals to your children. Thank you for your support.

**School Nutrition Director
Patricia Laska 436-0443**