

CANTON PUBLIC SCHOOLS

FOOD SERVICES DEPARTMENT

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Martha Lawless, Food Service Director

To develop students who are competent and creative thinkers,
curious and confident learners, and compassionate citizens.

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Dear Parents/Guardians and Students:

Canton Public Schools uses the Heartland Payments/NutriKids computerized Point of Sale System for all school meals and food purchases in the district's cafeterias.

Returning students have an **8 digit ID number to create an on line account** and a 4 digit Pin number to access their account on the PIN pads located at every register.

New students; Student ID numbers and Pin numbers will be mailed to the student's home by the U. S. Postal Service

How will students proceed through check out at the register to purchase lunch?

Every time he or she is at the register and ready to pay for their lunch or a-la-carte purchase he or she will enter their 4 digit PIN# (above). This will open their individual account on the Point of Sale monitor for the cashier to see. The cashier will then process the sale by collecting money, a lunch ticket, or charging the student's account. All students will enter their 4 digit PIN# regardless of the payment method. Kindergarten and first grade students will use a barcode ID card until they are able to learn their pin number. The barcode ID card will be issued at school and will remain at school.

What if my child receives a Free or Reduced Meal Benefit?

If your child receives free breakfast or lunch, they will enter their 4 digit pin number as described above. The individual account will open on the screen and it will indicate that \$0.00 dollars are due for the purchase.

If your child receives reduced lunch, he or she will enter the 4 digit pin number as described above. Their individual account will open on the cashier screen and it will indicate that \$.40 cents is due for lunch and \$.30 for breakfast.. Parents/Guardians may use any of the pre-pay options described below.

This system will provide total anonymity for students receiving a Free or Reduced Price Meal Benefit. Their meal purchase will be processed just as it is for all other students.

How student meals lunches may be paid.

- Students can pay with cash when they check out with the cashier
- Students can draw from monies deposited into their individual student account by one of the pre-payment options.

Elementary School lunches cost \$2.50, Middle and High School lunches cost \$2.75 and \$3.00. Reduced lunch costs \$.40. Milk costs \$.50

Breakfast – All Schools - Full Price \$1.50, Reduced Price \$0.30, Free \$0.00

Instructions for Making a Pre-Payment into a Student Account

How to Pre-Pay into a student's account using checks or cash

- Students can prepay at the line with cash or parents can send in checks (with the student ID# on it), and students can give this to the cashier right in the lunch line.
- You can send in pre-payment monies at any time. Checks are preferred. The student's name and ID# should appear on the face of the check. If cash is used the student's name and student ID# (above) should be written on the front of the sealed envelope. Checks are to be made payable to Canton Public Schools Food Service Department. Pre-payments may be placed in the locked, School Lunch Mail Box which will be located outside the principal's office at each school. Students and parents may place payments in this mail box at any time.
- Pre-payments may also be mailed to the Food Service Department Office located at 960 Washington St., Canton, MA 02021.

How to Pre-pay into a student's account with a credit card, debit card or e-check using mySchoolBucks.com website

To access these services:

1. Simply go to the district web site at www.cantonma.org.
2. Click on the District Departments and then Food Services
3. Click on the mySchoolBucks.com link. From this site you will create your account and add money to your child's meal account. All you need is your child's name, **student ID number (call or email us for this info.)** and school ZIP code.

Things to know about using the mySchoolBucks.com online pre-payment option

- If you have more than one child in the District you can handle all online prepayments from the same online account.
- Payments of up to \$120.00 per child –with payments to as many children as desired in one transaction
- Payments may be made with a major credit or debit card. In order to use the online prepayment service, a small convenience fee for each transaction will be assessed to cover the bank fees. The convenience fee is \$1.95 per deposit transaction. Parents placing money into multiple meal accounts will only be assessed the \$1.95 fee once per deposit transaction. Canton Public School District will not profit from the use of this site.

What if my child's account balance becomes depleted?

- When student accounts get low, students will be informed at the register of their balance.
Students with a negative account balance will receive an alternate lunch. **(See Charge Lunch Policy below)**
- You may set up a Low Balance Reminder after you have set up an account for your child at mySchoolBucks.com.

What can my child purchase using his/her account?

- Accounts are set up so that students may purchase a school meal and/or a-la-carte items. If you would like your child's account to be set so that only a school meal may be purchased please contact Martha Lawless in the Food Service Office at 781-821-5060 ext 1246.

Charge Lunch Policy

Canton Public Schools Food Service Department is a self-funded program. Staffing levels do not allow for the extensive time involved in billing for charged lunches.

Under no circumstance do we want a child to go without lunch. **If your child forgets their lunch, lunch money, or has \$0.00 funds available in their Nutrikids individual student account we will provide your child with a lunch consisting of a peanut butter sandwich and the other components offered with the meal on that day. A cheese sandwich will be offered if there is a peanut allergy. You will be billed for the cost of that lunch by the Food Service Department.**

This institution is an equal opportunity provider.

THE CANTON PUBLIC SCHOOLS DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, GENDER IDENTITY, SEXUAL ORIENTATION, AGE OR DISABILITY, EQUAL OPPORTUNITY EMPLOYER (EOE).