

September 18, 2009

Dear Parent / Guardian:

I am pleased to announce that on Wednesday, October 21, 2009 Arbor Park Middle School will implement a new computerized system in our cafeteria for the purchasing of school meals. Because each student will have a unique identification number that they will use to obtain lunch we are asking your help to stress to your child the importance of ***NOT*** sharing their ID number or ID card with others. This is especially important as the program will allow for one school lunch per day for each free, reduced-price, or full-price student lunch, as mandated by the National School Lunch Program. This means that any student going through the lunch line a second time will be required to pay full price regardless of meal benefit eligibility. In accordance with rules governing the National School Lunch Program, students who lose their ID's will receive replacement documents or alternate meal arrangements up to three times within the school year. After the 3rd occurrence, students in grade 5 will receive the alternate meal and students in grades 6, 7, and 8 will be required to bring meals from home or pay cash at the time of meal service.

Each student will have an account into which funds for meals and/or a la carte purchases may be deposited. We are asking that you send your check, made payable to "Arbor Park School District 145" or currency to school in an envelope clearly marked "School Lunch" with your student's name, date, homeroom teacher, and the amount of your deposit. Deposits may be made in any amount that works for your family and funds may be divided among siblings within the same school by including a written request with your payment. As stated, while the District will accept cash payments, checks are actually preferred as they provide you with a written record of your deposits and will reduce the chance for human error here at school. Once the system is up and running, we will send instructions home to enable you to load your student's account via the internet if you prefer. Depositing funds in advance will also minimize the difficulties that can occur for students when lunch money is lost.

For the 2009 – 2010 school year, you may send money with your student on a daily basis if you prefer and any leftover amount will be credited to your child's account. For instance, if your child presents a \$5.00 bill in the lunch line and their meal + extra milk costs \$3.00, the remaining \$2.00 will be credited to their lunch account for future use.

To allow you ample time to replenish funds in your student's account, a low balance reminder will be sent home when your child's balance reaches \$12.50 (The equivalent of 5 paid meals). When insufficient funds are present, paid and reduced-price eligible students will be allowed to charge a maximum of 2 meals after which students in grade 5 will receive an alternate meal and students in grades 6 through 8 will be required to bring lunch from home until their account is replenished. Under no circumstances will any student with insufficient funds in their account be allowed to charge a la carte purchases. As mandated by the National School Lunch Program, students with negative account balances will be served a lunch if they present cash at the time of purchase.

In addition to low balance reminders, the new system will allow parents to request additional controls on an individual basis for things such as diet restrictions or the non-use of funds for a la carte purchases. The system will also keep track of how your student is spending their deposited funds and will allow you to view your child's account history.

In order to be prepared for start-up on October 21st, we are requesting that prepayments into your student's account be received by Wednesday, October 14, 2009. Please be assured that any unused lunch tickets will also be credited to your child's account on October 21st.

We are looking forward to this exciting opportunity to improve our service to your family. Should you have any questions about our lunch program, please contact Mrs. Kristine Fransen at 708.687.8040.

Sincerely,

Patricia Fournier
Director of Business Operations

C: Mr. Jebens
Mrs. Fransen
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