

Holy Trinity Catholic School

Where Faith, Education and Values Unite

Cafeteria Procedures

2018-2019

- **Continuing for the 2018-2019 School Year - MealsPlus/K12 Payment Center** will be used to monitor your child/children(s) lunch account balance. This is available for parent view 24/7. You will need to create an account and password (please see attached **K12 Payment Center** flyer). The cafeteria or school office staff is NOT able to reset or provide new password information – you will need to obtain from the **K12 Payment Center** website if you have lost/forgotten password or with problems logging on. Please get in the habit of looking at least two times a month for a snapshot of your account (3 months at a time is kept available for view). This payment system allows payment on-line by credit or debit card and reminder emails to be set.

- Each student/family will be provided a payment envelope (attached) to be used by the student/family for cafeteria correspondence. **Please re-use this envelope.** Cash or checks are sent to the cafeteria each morning to be applied toward your child/children(s) lunch account.

****Please note: Each student** will have a lunch balance. If you send in 1 (one) check in the envelope that \$\$ will apply to ALL CHILDREN in the family and distributed evenly, unless it is CLEARLY NOTED that it is to be distributed to one specific family member(s) or broken down in a different distribution.

- Please send all cash or checks payable to **Holy Trinity School – Cafeteria (do not combine lunch payments with any other school fees or payments, it has to be a separate check)**. Deposits will be made in **MealsPlus/K12 Payment Center** on a daily basis. Lunches, A-la-carte and beverage purchases will be added daily/weekly to **MealsPlus/K12 Payment Center**.

- Cost of student lunch is \$3.25/day. You have the option to pay per week, bi-weekly or monthly whichever way fits your budget. To help you, below are weekly payment totals:
 - \$16.25 – 1 wk/5 lunches (**Account balances should be kept at \$15.00 or above**)
 - \$32.50 – 2 wks/10 lunches
 - \$48.75 – 3 wks/15 lunches
 - \$65.00 – 4 wks/20 lunches

- Students will order lunches with their homeroom teacher each morning. Every day the menu will feature a MAIN (regular), ALTERNATE (alternate option) or Peanut Butter & Jelly (PB&J) entrée. Again this year the alternate entrée will change daily, but remain the same each day of the week (i.e. Monday-chicken nuggets, Tuesday-hamburger, Wednesday-chicken patty, Thursday-hot dog, Friday-cheese pizza). ****Be on the lookout throughout the year in the school web blasts for NEW menu and A-la carte options!!**

- If your child forgets his/her lunch they may still order a school lunch. If there is no money in the account they can send the money to the cafeteria the next day or a credit card payment can be made on-line if you have chosen to set up that payment option in your

K12 Payment Center account. ****Please set up balance reminders in your K12Payment Center account to be sent via email or text so that you are aware of your child's/family spending.**

- If your child places an order for a lunch, your family account will be deducted for that lunch. Due to high expenses and low revenue it has become necessary to charge for **every** lunch prepared whether eaten or not. ****Please do not bring in a packed lunch after 10:00am as your child will have already ordered and you WILL be charged for that lunch as it has already been cooked/prepared in the lunch count total.**
- If the student/family account owes over \$25.00, he/she will need to have a PBJ. They do receive the fruit and vegetables (anything we are serving) with the PBJ. Once the money is repaid, they can resume ordering whatever they want. We will always feed them!
- With **K12 Payment Center**– you can review your child/children(s) account 24/7 so there will be no reminder emails/paper notices. **It will be YOUR responsibility to monitor the account weekly/bi-weekly or monthly as you see fit.** You can set up balance reminders to be set to send you messages via email or text. You can also set up auto-replenish and make debit/credit card payments!!
- **Milk Table:** Students who need to purchase milk may do so at the milk table in the cafeteria. The price of milk this year is **\$0.65**. (This option is for packers only, children purchasing lunch automatically receive milk or small water with their lunch). We also sell bottles of water; 8oz. cost \$0.60 and 16oz. cost \$1.00 & 20 oz. Gatorade cost \$2.00.
 - **MILK, WATER & GATORADE purchased at the milk table CAN be paid for via the lunch account funds. Students do not need to have cash when purchasing milk, water or Gatorade items. **Please review with your child if they are allowed to buy items out of their account or not – if you have any questions please email cafeteria@holyltrinityrobinson.org.**
- **A-la-Carte:** A-la-carte items are/will be available daily. Students may order an additional entrée through the teacher in the morning and be **guaranteed** the a-la-carte item. **Continuing for the 2018-2019 School Year** - Additional a-la-carte items will be set out for purchase but are NOT a guarantee (when they are gone, they are gone – please only count on an item for “lunch” if the student orders it in the morning). A list of a-la-carte item costs will be provided. The items the students may choose from will only be from the menu served for that day. Garlic Breadsticks (YES- they are back!!- are \$0.70 each and are available on MONDAY, WEDNESDAY and FRIDAY only, but **the students MUST order all a-la-carte items when the morning lunch count is done in the classroom to guarantee the item.** We cannot serve more than 3 breadsticks per student (2 for 2nd grade and 1st grade and 1 for Kindergarten). These a-la-carte items and breadsticks will only be available after all of the students have gone through the lunch line and received their lunches.
 - **ALL A-la-carte items can be paid for via the lunch account funds OR by sending in cash on the day of purchase.** You and your child can determine what is the best option is for ordering a-la-carte. If there any problems with a-la-carte ordering, you can always view your child/children(s) ordering patterns 24/7 in **K12 Payment Center**. If you have any questions or need any assistance, please send me an email.

Lunch Account Procedures

- It is imperative that we have a valid email address for your family. We will be conducting Lunch Account correspondence via email and minimal paper notices.
- **Please** do not let your school account accrue a LOW BALANCE as the school cafeteria funds and the entire student population suffer and ordering of extras for the school lunch program WILL be effected. Low balance email notices and texts can be set up in the **K12 Payment Center** to be sent once an account reaches a set balance. **All families are provided with access to Option C to obtain the student ID# and are responsible for setting up a K12 Payment Center account for monitoring and maintaining lunch account balances.** When the account balance reaches \$0 the student may be given a Peanut Butter & Jelly Sandwich and a milk or small water until the account is updated. (Of course peanut or milk allergies, documented by a physician's note, will be addressed accordingly with a substitute entrée).
- If there have been two insufficient funds checks written to the cafeteria for account payment from the same checking account, then only cash, cashier's check or money orders will be accepted for future meal account deposits.

Any questions or any issues in regards to your families lunch account can be directed to me via email at cafeteria@holytrinityrobinson.org Please enter LUNCH ACCOUNT in the subject line.

Thank you.

Charlotte Osso, Cafeteria Manager
cafeteria@holytrinityrobinson.org
412-787-2656 x4