

To: Parents & Guardians of Students enrolled in Millis Public Schools
From: Elijah Norris, Director of Dining Services
Date: December 21, 2009
Re: New Cafeteria Computerized Payment System for School Meals

The Nutrition and Food Service Department is preparing to implement a computerized Point of Sale (POS) system (called NUTRIKIDS[®]) to increase the level of service and provide accurate school meal accounts. We are currently preparing to implement this new system in our district with a launch date of January 21, 2009.

For the first few days, lunch lines may be slower; but as the students familiarize themselves with the system, the lines should move much quicker than before. Breakfast service will be included and processed on this system as well.

Every student at Millis Public Schools will be assigned his/her own personal meal account based on a unique four digit PIN number. The PIN numbers will be sent home with students home during the first week of January. This PIN number will allow your child to access funds in his/her lunch account. To speed up service lines, all students should memorize their PIN numbers; however if a student forgets his/her number, we can access it through every register. The PIN number should never be shared with other students; the program cannot reimburse for the misuse of PIN numbers. Please work with your child to understand the value of the PIN number; we will strive to ensure that only your child is using his/her lunch account.

We strongly recommend parents/guardians deposit money into the student's account via www.MyNutriKids.com. However, students can still pay in cash or by check, if desired. We encourage all parents to consider depositing a nominal amount of money into the system even if your child does not currently buy lunch regularly so that, in the case of a forgotten or lost lunch, they will be able to easily buy a lunch. Monies paid into a student account can only be used by the student who has been assigned the account. This way, parents/guardians are assured that their money is being used only for their children. When sending in money by check or cash, please include the student's ID number on the check or envelope so it is deposited into the correct account.

If your child has qualified for free or reduced meal prices, this confidential information is noted in the system, and the meal will be processed just as it is for all other students without any special indication to any the students.

If you have questions, please feel free to call me at my office at 508-376-7005, or email at enorris@millisps.org

Thank you in advance for your cooperation in implementing this system. This and additional information will be available on the school's website at www.millis.k12.ma.us/services/food
See the reverse side for further information.

FEATURES OF NUTRIKIDS COMPUTERIZED SYSTEM

Benefits for Parents and Students

- Lunch is defined as a choice of entrée, milk choice, and up to four side dishes available to all students.
- Prepaid accounts for all students allow parents to deposit money in their children's account, in any amount, at any time, without concerns about giving their children the exact change every morning.
- For those students receiving free or reduced meals, their meals will be rung up as all the other meals are. No one will know whether they are receiving a free or reduced meal or debiting their account, except for the cashier.
- Lunch lines move faster when meals are prepaid, thus providing students extra time to enjoy their lunch period.
- Parents can pay any amount at any time. **Starting on January 11th**, on-line payments can be made at www.MyNutriKids.com. Students can prepay on the serving 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 are only charged for the lunches/breakfasts that are debited to the student's PIN number. All student PIN numbers are confidential.
- Pin pads are located at every terminal; they provide ease of use and allow for quick transactions.
- Prepayment allows for better security rather than cash.
- Once the transaction has been completed, your student will know his/her account balance.
- Students may use any register. When a lunch or breakfast is recorded at one register, it will automatically be recorded on the other registers.
- When student accounts get low, students will be informed at the register of their balance.

PREPAYMENT OPTIONS

- You can send in prepayment monies at any time, or deposit on-line at www.MyNutriKids.com. We recommend that parents send in checks rather than cash. All monies should be submitted only to cafeteria personnel.
- **Clyde F. Brown: Regular lunches cost \$2.25. Breakfast meals cost \$1.25. Snacks are priced between \$.50 and \$.75. Reduced lunches cost \$.40 each. Reduced breakfasts cost \$.30 each.**
- **Middle & High School: Regular lunches cost \$2.50. Snacks are priced between \$.50 and \$1.25. Breakfast meals cost \$1.25. Reduced lunches cost \$.40 each. Reduced breakfasts cost \$.30 each.**
- Checks are to be made payable to **Millis Schools Food Services.**
- When sending a prepayment, please include the student's ID# on the face of the check. If you send in cash please indicate on the face of the envelope, the student's ID#.
- Daily cash payments are and always will be accepted. Making pre-payments is encouraged but not mandatory, however **ALL SALES WILL REQUIRE THE STUDENT TO ENTER THEIR PIN NUMBER**, even cash transactions.

If you should have any questions, please do not hesitate to call the office of Elijah Norris, Director of Dining Services at 508-376-7005 or by email at enorris@millisps.org