

Exeter Region Cooperative School District

Food Service Program
30 Linden Street
Exeter NH 03833

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December 4, 2003

TO: All Students, Faculty and Staff
FROM: Audrey Eastman, Food Service Director
RE: New Point of Sale System

The Food Service Department at the Cooperative Middle School is in the process of automating the school cafeteria accounting system. Computerized cash registers will be used to track and report information required of us by Federal and State agencies regarding the National School Lunch Program. Eventually, our new system will be used for purchasing, inventory control, menu planning, recipes and production reporting. We anticipate the system going "live" during the week of January 12, 2003.

WHAT THIS MEANS TO YOU

The new lunchroom system will include a "POS" point of sale terminal (register) which will be networked to our Food Service office located at the Exeter High School. We will be implementing a new "debit card" to access the POS terminal. Every student and staff member will be asked to use their debit card when making purchases in the cafeteria.

We appreciate in advance, your patience and cooperation.

If you have any questions or suggestions, please, do not hesitate to call 775 8449

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Dear Parent or Guardian,

Things are changing in the cafeteria at the Cooperative Middle School. We are in the process of switching from our manual lunch accounting system to a new computerized system. If all goes well we will begin training on January 12, 2003 and "go live" on January 15 or 16, 2003.

WHAT ARE THE BENEFITS

You can pay with a weekly, monthly, or yearly check.

You know where your money is going. Only food items can be purchased. Cash cannot be taken out of the account.

All purchases will be logged so you can inquire what foods your child has purchased and we can tell you.

Since less cash is handled, cashier lines will move more quickly.

Students enjoy having their own cards. It allows them to assume responsibility early in life.

Each card looks alike so cards for free and reduced meal program students cannot be distinguished from paid account cards. Not even the cashier can tell.

STUDENT FOOD ACCOUNTS

The best part of this new system is that each student now has an "account" with us. This account allows you to pre-pay for food items and is not to be considered a credit account. This means that money needs to be deposited into your child's account in advance of purchase. As students purchase food items, the purchase is recorded and the cost of the food is subtracted from their account totals. If a student is eligible for the free/reduced meal program, the computer will recognize this and charge nothing or the reduced amount. If there is no money in the account and the student is not eligible for free meals the purchase is charged resulting in a negative account balance, which must be repaid.

STUDENT PHOTO ID CARDS

Each student will be issued a Photo ID Card with his/her student number and a bar code on it. The cashier will scan these cards in order to debit each student's account.

HOW WILL THE SYSTEM WORK?

It's easy. Your child already has an account. You will have already deposited money into that account. Students purchasing food items will need to present their ID card to the cashier, who scans the barcode and checks the student out. Weekly low or negative balance notices will be sent home. All students may receive monthly letters with account balances if requested.

WHAT DO YOU DO?

Look for information in The Exeter Newsletter, the school newsletter and a letter mailed to your home with information on prepaying your child's account