

August 27, 2007

Dear Parent or Guardian:

The 2007– 2008 school year is upon us and Café Services is pleased to manage your school's food service program. Café Services is a locally owned and operated company dedicated to serving delicious, wholesome, quality meals that meet the latest nutritional guidelines. The following are some changes you can expect to see in the Timberlane Regional School District Food Service Program:

1.) Menus: All of the elementary schools will offer a premium quality hot entrée daily as well as two alternate sandwich and/or entrée salad choices and fruit and yogurt parfaits. Café Services will also be open early everyday to serve a balanced nutritious breakfast (with the exception of Atkinson Academy) featuring "Combo Meals" and a variety of "Grab and Go" items.

The Middle School and High School will have the following stations offering a variety of daily lunch choices: **Signature Café** featuring "Cooked to Order" entrees, "Build it Bars" and "Tossed to Order" entrée salads; **Market Fresh** which will feature a minimum of three (3) entrée salad choices and fruit and yogurt parfaits; **Formaggio's Pizza** featuring quality fresh baked pizza made with whole wheat dough; **Café Express** which will offer hot "Grab and Go" sandwiches and the **Downtown Deli** featuring "Made to Order" deli sandwiches. We will also operate a separate snack and beverage "a la carte" area. Café Services will also be open prior to school each day to provide a complete nutritious breakfast featuring our **Café Express**, hot "Grab and Go" breakfast sandwiches, fresh baked bagels and assorted breakfast items. **Market Fresh** will have available breakfast parfaits and fruit cups.

2.) Meal Assistance Program: The meal assistance program is a federally funded program that provides reduced and free meals to families that meet the income guidelines. Applications for this program will be sent home with your child. Complete the application (only one application per household is required) and return it to your child's school. You will then be notified of the benefit level for which you qualify. You can apply or reapply at any time during the school year should your financial situation change. The program is operated in strict confidence and all students go through the same checkout process eliminating any distinction between students that are participating in the program and those who are not.

3.) Automated Point of Sale System (POS) The Timberlane Regional School District will be converting to an automated point of sale system from "**Nutrikids**". You will have 2 methods to fund your child's account.

Option 1 You may set-up an online account using a credit/debit card to make deposits into your child's account. A minimum deposit of \$40.00 is requested for each transaction, which is processed through Paypal which utilizes the industry leader in ecommerce security of VeriSign. The Timberlane School District has at this time assumed the responsibility for all the online transaction fees associated with this type of service. The District is hoping to free up our cafeteria workers from having to count cash and let them focus on preparing healthy and tasty meals. We will continuously monitor and analyze the program costs to determine if the District can maintain the funding of this online service. The directions for this procedure are on the reverse side of this letter. If you do not know your child's I.D. number to access this account, it will be available on the "**Student Registration Profile**" form sent home at the beginning of each year to update parent contact information.

Option 2 You may send a check with your child made payable to the **TRSD Lunch Program**. Please make sure to include the child's name in the memo line. We will accept cash at the elementary and middle schools only up to **October 1st**. After that date, only online deposits or check deposits will be accepted. The High School will continue to accept cash all year long, but it is **strongly** recommended that student accounts be funded via online or checks. This automated system will help increase the speed of service and allow students additional time for a more relaxing dining experience. An additional benefit of using this automated system is that you will be able to go online and view your child's account balance as well as the activity that has taken place. Prepaid monies can be used for any purchases in the cafeteria, but at any time parents may contact the school food service director (Mr. Mike Lewis) and request that prepaid monies be used only for meal purchases. You can do this through a 'note' file that opens when your child's account is accessed online.

4.) Credit Policy: There is a **no credit policy** in the Timberlane Regional School District. In the event a child forgets or misplaces lunch money or lunch, a **meal** will be provided for the child and it will be charged to the child's account. The second time this happens the same procedure will be followed. At this time a letter will be sent home and information will be passed on to the building administrator for collection.

5.) Student Allergy / Special Needs Identification: If your child has an allergy or special need when it comes to food, please contact your school nurse and have her forward any pertinent information to the food service director. Those needs can then be entered into your child's account and will be identified by the POS when the child's I.D. number is entered.

Timberlane Regional School District Food Service Director:

Michael Lewis

Phone Number - 382-6541 ext 224

Pricing	Lunch			Breakfast		
	Full Price	Reduced	Adult	Full Price	Reduced	Adult
Elementary Schools	\$1.75	.40	\$3.00	\$1.00	.30	\$1.50
High & Middle Schools	\$2.00	.40	\$3.00	\$1.00	.30	\$1.50

A la carte Milk \$.40

Registering for MyNutrikids.com

- You will first need your child's student ID number. It is on the **Student Registration Profile** form that was sent home at the beginning of school. It is available on report cards and progress reports.
- Go to www.MyNutrikids.com.
- Click **Sign up Now!** and enter the required information.
- Click **Complete Registration** to finish the initial registration process.

Add Students to Your Family Account

- When you log in you will be taken to the homepage.
- Click **MyStudents** from the main menu OR from the blue navigation bar above.
- This is a listing of the students in your account. It will be empty on your first visit to the site.
- Click **Add Student** and enter the required information.
- Click **Add** next to your child's name to continue.
- Click **Add Student** to repeat the process for additional children.

How to Make a Deposit

- Click **Deposit Money** located next to **Add Student**.
- Enter an amount in the **Deposit** column next to your child's name. (Minimum of \$40.00).
 - o If you have more than one child, enter the amount you wish to deposit into the column next to each child's name. DO NOT deposit money for your entire family into ONE child's account.
- Click **Calculate**.
- Click **Make Deposit**.
- You will be directed to the PayPal web site to enter your payment information.
 - o You have the option to use your existing PayPal account or a major credit card to make your payment.
 - o If you are using your PayPal account, enter your email address and PayPal password to continue.
 - o If you are using a credit card, enter the required information. For your protection, MyNutrikids.com will not store your financial information.
- Click **Pay Now** when finished.
- Click **Pay** once again to finish the process.
- You will be automatically redirected to the **MyStudents** page within MyNutrikids.com. If you are not automatically redirected, please browse to www.MyNutrikids.com to continue.

You are finished! Click **Logout** from the navigation bar and close your browser.