

PLEASE READ THIS CAREFULLY! THIS IS VERY IMPORTANT INFORMATION ABOUT OUR NEW LUNCH PAYMENT POLICY FOR THE 2008-09 SCHOOL YEAR!

Dear Valley Catholic Parents,

Valley Catholic Elementary School uses a computerized system, called MealTime, for student lunch and milk purchases. An account is created individually for each student within MealTime and is used to record deposits and purchases of lunches and/or milks. Parents who wish to occasionally have lunch with their student during the school year may purchase a lunch ticket in the main office.

Students use a finger-scanning pad at the beginning of the hot lunch line to identify themselves and to gain access to deposited funds. The purchase of milk during lunchtime does not require the use of the finger-scanning pad system. Rather, a classroom roster is used to identify and purchase milk when the student chooses to bring their lunch from home. Individual milk purchases are manually entered into MealTime **on the last school day of the month** and charged to the student's account based on the roster detail.

This finger-scanning pad system offers complete privacy and does not in any way store a copy of the student's fingerprint. Upon registration, the index finger is scanned. A mathematical algorithm then translates the defining points of fingerprint ridges into a unique string of characters. This unique string is what is stored in the program and is what will be called upon to identify the student.

Beginning with the 2008-2009 school year, deposits can only be made on-line through the MealTime website at www.mymealtime.com. The cost of using this on-line service will be paid by the school. It is recommended that you deposit at least \$10.00 in a student's account to ensure they have enough money for at least five hot lunch days. Please deposit the funds no later than 24 hours in advance, to ensure the money has been received into a student's account before lunch time of the following day. You can also manage your child's account at this website.

However, deposits of cash or checks can be made to the school office the first two weeks of school, the first two weeks in January and last two weeks of the school year. The minimum amount accepted for deposit is \$50.00. We prefer checks, but cash is acceptable. (Please note the school is not responsible for lost or stolen money.) Checks or cash for less than \$50.00 will not be accepted except during the last few weeks of the school year, when special circumstances exist, or when needed to settle the account.

During the summer months **only**, you may send a check directly to the Finance Office to ensure your child has funds when the school year begins.

When making a deposit by cash or check, please identify the student's name and classroom grade to ensure the deposit is credited to the correct account. A single deposit may be used for multiple students of the same family; however, documentation of each student is required.

Our school-wide LUNCH CHARGE policy allows a student to ‘charge’ his/her lunch a single time, when funds are insufficient to cover the purchase of the lunch. If your child has to charge a lunch because his/her lunch account has low/no remaining funds, your child will come home with a stamp on his/her hand that will look like this:

This stamp serves as notification that additional funds should be deposited into your child’s account.

Until the balance of the student’s account is increased, the student will receive an ‘emergency meal’ in lieu of a regular hot lunch. An ‘emergency meal’ consists of a bread product with peanut butter, cheese, or butter, and a milk. A charge of \$2.00 is incurred for each ‘emergency meal’.

Statements will be sent home each Friday, via email, to inform parents of low or negative balances. We ask that you take care of low or negative balances immediately upon notice. In addition, you can manage your child’s lunch account at www.mymealtime.com.

Sincerely,

Susan Friesen
Principal
Valley Catholic Elementary School

Online Lunch Payment Information

Dear Parents,

Valley Catholic Elementary School uses a computerized system, called MealTime, for student lunch and milk purchases. An account is created individually for each student within MealTime and is used to record deposits and purchases of lunches and/or milks.

MealTime On-line is an account payment system that allows you to make secure online credit/debit card payments into your child's lunch account as well as view all transactions and account balances. **There are no transaction fees for on-line purchases. Valley Catholic Elementary School will be covering these costs for you.**

In addition to making deposits into your child's account, this system allows you to stay better informed regarding your child's lunch balance. Access to your child's information is available 24 hours a day, 365 days a year.

The MealTime Online payment website uses the most up-to-date security components available in the banking industry. All data transmitted is encrypted and authenticated every time you use the website. Your credit card information is only used to process your deposit. It is never stored on any website computers. For each deposit you make you will receive a receipt to print out and an e-mail message to verify the deposit.

During the first two weeks of school, you will receive a Student PassCode Notification for each student in your household. The information will look like this:

Name:	PassCode:
Location:	
Grade:	
Homeroom:	

You do not have to wait for the Student PassCode Notification to create your account, however. To begin using the system, visit the MealTime website at www.mymealtime.com to create your account. This will give you time to explore the website.

When you receive your child's Student PassCode Notification, go to www.mymealtime.com, log-in and add your child(s) to your account. You will then have access to your child's information and will be able to make deposits by credit/debit card. Since your passcode is not available to you until after school begins, deposits of cash or checks can be made to the school office the first two weeks of school. We will also allow cash or checks the first two weeks in January and last two weeks of the school year. The minimum amount accepted for deposit is \$50.00. We prefer checks but cash is acceptable. (Please note the school is not responsible for lost or stolen money.)

We are pleased to provide the opportunity for parents to make secure online credit/debit card payments, and allow parents to view student's lunch transactions. We thank you in advance for your participation in our program.

Sincerely,

Susan Friesen, Principal
Valley Catholic Elementary School