

PLEASE READ THIS CAREFULLY!
CHANGES HAVE BEEN MADE THIS SUMMER TO OUR
LUNCH PAYMENT POLICY
FOR THE 2011-12 SCHOOL YEAR!

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 Online is an account payment system that allows you to make secure online credit/debit card payments into your student's lunch account as well as view all transactions and account balances.

In short, students do not bring cash to the lunch room. They, instead, use a finger-scanning pad at the beginning of the hot lunch line to identify themselves and to gain access to deposited funds. The finger-scanning pad system offers complete privacy, translating the fingerprint into a number of characters, and does not in any way store a copy of the student's fingerprint.

Lunch and milk deposits can only be made online through the MealTime Online website at www.mymealtime.com. During the first two weeks of school, you will receive an e-mail containing your student's ID number. This ID number is needed to make account deposits into MealTime online. It will be the same student ID number as last year, if your child is a returning student. If your child is new to the school, you do not have to wait for the student ID number to create your account. 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 student's ID number, go to www.mymealtime.com, log-in and add your student(s) to your account. You will then have access to your account information and will be able to make deposits by credit/debit card. You must deposit a minimum of \$25 in a student's account. However, this can be divided among multiple students. 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.

The MealTime Online system also 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.

We do allow cash or check deposits to MealTime for 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, although we will accept smaller amounts during the last two weeks of school for any students not returning next year. **Cash or checks will not be accepted at any other time.** Please identify the name(s), and grade level for each name, 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. During the summer only, you may also send a check to the Finance Office to have lunch funds available the first day of the school year.

Our school lunch charge policy allows a student to "charge" his/her lunch once only when funds are insufficient to cover the purchase of the lunch. If your student has to charge a lunch because his/her lunch account has low/no remaining funds, your child will come home with a lunch charge notice (*this replaces the Snoopy stamp used in previous years*). An email will be sent or a phone call will also be made to alert you.

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. Remember, you don't have to wait for a notification from us, you can manage your child's lunch account anytime at www.mymealtime.com. Please let the school and Finance Office know right away if your email address changes.