

IMPORTANT PLEASE READ



2008-2009

Dear Parents & Student(s);

As we approach the 2008-2009 school year I would like to take the time to outline and hopefully answer questions concerning the computerized point of sale (POS) system utilized in your school's cafeteria. The system will benefit you, your child, and the school in many ways, and I hope that you and your student will consider taking advantage of some of the convenient options the system has to offer. Please read the following information carefully, and if you have any questions that remain unanswered, please feel free to call the school food service office.

The system is a computerized debit system that will allow you to pay in advance for meal purchases and/or Impulse Store purchases. The system works with a twelve key PIN pad that is similar to an automated teller machine (ATM). It will allow your son(s) or daughter(s) to enter their **8 digit personal identification number (PIN)** to access their account. Your child's PIN is their Student ID Number. Please have him or her memorize this number. The PIN keypad will be located on the serving line. The PIN number will stay the same throughout the remaining years your child is enrolled at the school. All students will have an established debit account, although you will not be required to make advanced payments because the system still has the ability to act as a cash register and can accept cash payments on a daily basis; however they will need their pin number for every transaction.

This debit system increases the speed at which students can get through the cafeteria line giving them more time to eat their meal. The system also allows us to print reports for parents on what their child is purchasing. For those students that have special dietary needs, confidential notes can be added to their information so cashiers know what the student is or isn't allowed to purchase. With the ability for your student to have a debit account also comes the ability for you to pay for their meals in advance. The options for advanced payment are as follows:

Advanced Payment Options

OPTION 1: DIRECT PAYMENT

You can send cash or check to your school's cafeteria via mail or your child can bring it to the school cafeteria. Cashiers will have pre-printed forms available to be used when making advanced payments. Your child(ren) can bring the form home for you to complete or you can have your child complete the form in the cafeteria. Deposits must be made by 9:30 a.m. and will be available to your child immediately.

OPTION 2: ONLINE PAYMENT

A convenient credit card method is available at a secure web site. Simply log on to cafeprepay.com and register today. Payments made via this method will be available for your child's use within 24 hours.

NOTE: If you use this method of payment, the Café Pre-Pay website will charge an additional 6% to each transaction as a user fee.

Money will be automatically deducted as the student uses his or her account to make cafeteria and/or impulse store purchases. There is no limit on the amount of money that can be deposited into a debit account. Utilizing this system also eliminates the need for your child to carry money for School Meals, greatly increasing the speed at which they go through the cafeteria line. In turn this allows them to have more time to eat their meal. Please note that this system is very confidential. Every student will enter his or her PIN number, thus insuring your child's privacy.

ARAMARK is the contracted cafeteria provider for the Archdiocese of Philadelphia High Schools. All questions regarding the QSP register system are to be directed to the ARAMARK supervisor only. The ARAMARK supervisor will be able to add money to all students' accounts and they will be able to refund balances should the student leave the

school for any reason and upon graduation. The school office staff will not be able to accept or refund monies to students; this can only be done through the ARAMARK supervisor on staff. *We require at least 30 days notice for refunds of monies on account if your student should have to leave the school and/or is graduating.* Accounts must have a minimum balance of \$10.00 in order to be refunded. The school office staff will not be able to accept or refund monies to students; this can only be done through the ARAMARK supervisor on staff. Balances for returning students will be carried over to the next school year. We highly recommend that you monitor the account balance as the school year comes to a close, to minimize the amount of money that is carried over.

Below is a form that should be sent in with your first deposit. Make checks payable to: **ARAMARK**. For safety purposes, we recommend that advanced payments be sent in the form of a check. This form will be available through the cashiers for future deposits. If you are paying for more than one student in the same school with one payment, please clearly document how much money is to be designated to each student's account. If you do not specify, the deposit amount will be divided equally between the student accounts. Thank you for your cooperation and your participation.

Sincerely,

Paul Paetow
General Manager- **ARAMARK**

Name:
Cafeteria Phone –

TO BE USED FOR ADVANCED PAYMENTS

STUDENT DEPOSIT FORM TO BE RETURNED WITH ADVANCED PAYMENT			
Student Name _____	PIN# _____	Grade _____	
Parent or Guardian Name _____			
Cash Amount _____	Check Amount _____	Check # _____	Date _____
(Please make check payable to: ARAMARK)			
PAYMENT OPTION:			
OPTION – CASH ON ACCOUNT FOR STUDENT PURCHASES.			
A \$30.00 fee will be charged for all returned checks.			