

IMPORTANT PLEASE READ



July 1, 2011

Dear Parents & Student(s);

As we approach the 2011-2012 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, called QSP, will benefit you, your child, and the school in many ways, and I hope that you and your child 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.

How QSP Works

The system is a computerized debit system that will allow you to pay in advance for meal 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 his or her Student ID Number that is provided by the school and will remain the same throughout the remaining years your child is enrolled at the school. Please have him or her memorize this number. The PIN keypad will be located on the serving line. 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, he or she will need to enter their pin number for every transaction. **If your student is an incoming freshmen they will NOT be available on the Pay For It website until one week prior to the start of School.**

The Benefits to You and Your Child

This debit system increases the speed at which your child can get through the cafeteria line giving him or her more time to eat and enjoy breakfast and/or lunch. The system also allows us to print reports for you about what your child is purchasing. Plus, if your child has a special dietary need, confidential notes can be added to his or her information so our cashiers know what he or she is or isn't allowed to purchase. With the ability for your child to have a debit account also comes the ability for you to pay for meals in advance. The options for advanced payment are as follows:

Advanced Payment Options

DIRECT PAYMENT

You can send cash or a money order 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. **Personal checks will also be accepted at the school until October 1, 2010. Starting October 1, 2010 we will no longer be accepting checks at the school.**

ONLINE PAYMENT OPTIONS

We offer a convenient online lunch account management option through the web site www.payforit.net. Pay For it allows you not only the ability to make advanced payments, but also affords you the ability to manage your child's lunch account online. You can view purchases, balance information, and also set up email notifications. **Pay For It** is a secure web site, with encryption provided by DigiCert. To use the service you will need to provide a credit card number for verification purposes. Your Credit card will **NEVER** be charged

unless you use it to make a payment. This is simply for security reasons and to protect your child. Pay For It offers two convenient payment options:

OPTION 1: ONLINE CREDIT/DEBIT CARD PAYMENT

A convenient credit card method is available at a secure web site. Payments made via this method will be available for your child's use within 6 hours. Pay For It will apply a 5.75% surcharge to all transactions made using their service. This charge is less than what our previous provider, cafeprepay charged (6.25%). ARAMARK retains no portion of this fee which has been established to cover credit card fees and web site maintenance costs.

OPTION 2: ONLINE ELECTRONIC CHECK (ACH)

A convenient electronic check (ACH) method is available at a secure web site. Payments made via this method will be available for your child's use within 6 hours. Pay For It will apply a flat fee of \$1.25 for ACH transactions. ARAMARK retains no portion of this fee which has been established to cover check processing fees and web site maintenance costs.

Money will be automatically deducted as your child uses his or her account to make cafeteria and/or school 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 he or she goes through the cafeteria line. Every student will enter his or her PIN number, thus insuring your child's privacy.

For more information about this system, the food program offered at your child's High School, Monthly Menus, and general information visit our website: <http://www.schooldish.com/en-us/EDUE/ArchPhila>

Additional Questions and Concerns

ARAMARK is the contracted cafeteria provider for the Archdiocese of Philadelphia High Schools. All questions regarding the POS 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. *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. Parents can either pick up their refund at the school, or they can have it mailed directly to them. 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. Monies may also be transferred to siblings or if your child transfers to another Archdiocesan High School.

Below is a form that should be sent in with your first deposit. 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