



Pittsfield School District

August 1, 2011

Dear Parent or Guardian:

The 2011– 2012 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 Pittsfield School District Food Service Program:

1.) Menus: At the elementary level, Pittsfield 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.

Pittsfield Middle/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 3 Entrée Salad choices and Fruit and Yogurt Parfaits; **Formaggio's Pizza** featuring quality Fresh Baked Pizza made with whole wheat dough and low fat cheeses; **Café Express** will offer Hot "Grab and Go" Sandwiches and the **Downtown Deli** will serve "Made to Order" Deli Sandwiches. We will also operate a separate Snack and Beverage "à la carte" area. Additionally, Café Services will 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 Pittsfield School District has an automated point of sale system from "**Nutrikids**". Parents will have 2 methods to fund their student's account.

Option 1. COMING SOON - "MyNutrikids" - You may set-up an online account using a Credit/Debit card to make deposits into your child's account. Transactions are processed through *Paypal* utilizing the industry leader in e-commerce security of *VeriSign*. In addition to providing you with a secure online payment option, the "MyNutrikids" system will allow you instant access to details on what your child is purchasing in the cafeteria, as well as other convenience features such as automatic low balance alerts. In order to use the online prepayment service, a small convenience fee for each transaction will be assessed to cover the bank fees. The convenience fee is \$1.75 per deposit transaction. Parents placing money into multiple meal accounts will only be assessed the \$1.75 fee once per deposit transaction. Pittsfield Schools nor Café Services will not profit from the use of this site. The district is hoping to free up our cafeteria workers from having to count cash and allow them to focus instead on preparing healthy and tasty meals. Notification of "go live" date for online payments will be sent home in a separate communication, and all instructions for setting up your online account will be available in print and posted on the school website.

Option 2. You may send a check with your child made payable to the **Pittsfield Schools Lunch Program**. Please make sure to include the child's name in the memo line. Only online or check deposits will be accepted at all schools except the High School. 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 supervisor and request that prepaid monies be used only for meal purchases. You can also do this through a 'note' file that opens when your child's account is accessed online.

4.) Credit Procedure: In the event students forget or misplace their lunch money or their lunch, or do not have sufficient funds in their student account, a nutritious **meal** will be provided to them and charged to their account. At no time will a student be allowed to charge al a carte items. Parents will be notified and expected to address the situation immediately. If it is determined this process is being abused and an excessive negative balance accumulates, the account will be turned off and your child be listed as a cash only student, and steps will be taken to collect outstanding funds. Please keep in mind that these monies owed are due to the school district and not Café Services. Please let us know if there are any extenuating circumstances that would prevent you from maintaining a positive lunch account balance.

5.) Student Allergy / Special Needs Identification: If your student 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 student's account and will be identified by the POS when the student's I.D. number is entered.

Pittsfield School District Food Service Director:

Kevin Crossan

Phone # 603-435-6030

Pricing	Lunch			Breakfast		
	Full Price	Reduced	Adult	Full Price	Reduced	Adult
Elementary	\$2.40	.40	\$3.20	\$1.45	.30	\$2.20
Middle School	\$2.70	.40	\$3.20	\$1.75	.30	\$2.20
High School	\$2.70	.40	\$3.20	\$1.75	.30	\$2.20

A la carte Milk \$.50

“This explains what to do if you believe you have been treated unfairly. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination,
write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410
or call (800)795-3272 or (202) 720-6382(TTY).

USDA is an equal opportunity provider and employer.”

Registering for MyNutrikids.com

- You will first need your child's student ID number; you may get this number by contacting your child's school or contacting my office. (It is also available on report cards and progress reports.)
- Go to www.MyNutrikids.com. (You can find a link to www.MyNutrikids.com on the PITTSFIELD School District website at www.PITTSFIELD.net).
- 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.
 - 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** (minimum deposit of \$40.00 per transaction is requested)
- 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.
 - o You are finished! Click **Logout** from the navigation bar and close your browser