

Cafeteria Payment Program and Lunch Information

PLEASE NOTE: LUNCH PAYMENTS ARE NOW BEING PROCESSED OUT OF THE NEW DIRECTORS' CENTER WHICH IS LOCATED BEHIND BUSH SCHOOL IN THE MOBILE OFFICE. THE NEW PHONE NUMBER TO CALL WITH ALL CREDIT CARD PAYMENTS OR QUESTIONS IS 815-344-2803. Everything else will operate as usual.

NO money will be accepted in any of the food service lines. Money must be in the family cafeteria account for purchases to be made. **IMPORTANT:** Lunch will not be served to any student if their family account has a zero or negative balance. Also remember, the program is not a charge system. It is a debit system.

Grades 5-12 - For convenience, your child will be able to use the same keypad number as last year. You will see your child's keypad number listed on the letter sent to you in June along with your child's current lunch limit. Just as last year, please emphasize the importance of security with your child regarding this number. If you wish your child to have a new keypad number a change can be made at any time during the school year by contacting the Directors' Center at 815-344-2803.

Parent Controls

***You will see your child's current lunch limit in the letter that was sent home in June.** You may wish to keep the same lunch limit you set for your child last year. If so, you need to do nothing. If now or at any time during the school year you wish to make any change to a lunch limit, please call 815-344-2803 to do so.

Lunch Inquiries and Deposits - You may call 815-344-2803 at any time to inquire about your lunch account or make deposits. Account balances are also available with on-line family access. You may also use this program to see exactly when and what your child is eating. Keep in mind for a child who eats a \$2.50 lunch each day, the weekly cost is \$12.50. Over 20 days of lunches or a month of lunches would cost \$50 per child. For your convenience, see chart below for lunch cost examples.

LUNCH COSTS PER CHILD PER DAY 2010-11

	<u>1 CHILD</u>	<u>2 CHILDREN</u>	<u>3 CHILDREN</u>	<u>4 CHILDREN</u>
1 DAY	\$2.50	\$5.00	\$7.50	\$10.00
2 DAYS	5.00	10.00	15.00	20.00
3 DAYS	7.50	15.00	22.50	30.00
4 DAYS	10.00	20.00	30.00	40.00
5 DAYS	12.50	25.00	37.50	50.00
20 DAYS (One Month of Lunches)	50.00	100.00	150.00	200.00
Entire Year	\$422.50	\$845.00	\$1,267.50	\$1,690.00

It is possible for you to receive an email when your family's lunch account balance is under \$20. If you wish to sign up for this, please follow the directions below. You must be using the log in of the GUARDIAN or you will not be able to complete this process.

1. Log into "Family Access".
2. The last menu choice on the left should read "email notification" (if it is not there, then you are not the Guardian).
3. Click on "email notification".

4. Click on the “change my notification button”.
5. Check the box next to the “notification button” for the “low lunch balance”.
6. Click the “save” button.

It's as easy as that.

Payments - During the school year cash payments and checks will be received at all buildings including the new Directors' Center (the mobile behind Bush School) and Central Office. Checks should be made payable to **Johnsburg School District #12**.

New location and phone number this year - Payments by VISA or Master Card will be accepted at the Directors' Center only (815-344-2803) where all payments are processed.

Payments (cash, check or credit card) **must be received at the new Directors' Center from all buildings by 10 a.m.** on any given day in order for the money to be available for that day's lunch hour. We cannot guarantee money credited for lunch on a day when the student brings lunch money to a building's office **AFTER** 9 a.m. Students must remember to take their lunch money to their building's office **BEFORE** school starts, otherwise posting in time for that day's lunch may not take place. Some days it is virtually impossible to post money on the same day it is received. Please allow sufficient time for posting to take place.

WE CANNOT EMPHASIZE THIS ENOUGH! PLEASE EXPLAIN THE IMPORTANCE OF THE POSTING TIMELINE TO YOUR CHILDREN!!

Our new mailing address and phone number are: Johnsburg School District #12
Directors' Center
2117 West Church Street
Johnsburg, IL 60051
815-344-2803

Checks should be made payable to Johnsburg School District #12. Note: To make posting of checks more accurate, **please write your child's name in the “memo” area at the lower left of your check.**

Payments can also be made on the web. Go to the district home page for information.