



WALNUT CREEK
SCHOOL DISTRICT

FOOD SERVICES

Dear Parent/Guardian:

\$3.00...K-5 Sites and Tice Creek
\$3.50...Walnut Creek Intermediate
\$0.50...Ala Carte – Milk, Juice, Water
\$0.75...Ala Carte – Lg. Juice

The cafeteria at your child's school is using an automated cash register system. When students enroll in any of our district's schools, they will be assigned a personal **Keypad Number**. It is important that each student **memorize his/her Keypad Number** as this number will be used daily in the cafeteria. **Keypad Numbers are confidential**; therefore the number should not be given to any other student. This number will remain with your student from year to year until they leave the school. If your child transfers to a new school within our district, a new Keypad Number will be issued at that school.

How the system works.

During lunchtime **all students purchasing a lunch will "enter" their confidential Keypad Number on a keypad.** The current money balance in the student's meal account will be shown on the computer screen at the Point of Sale.

Money in a student's meal account may be used to purchase milk, water, juice and additional lunches, unless limits have been provided by a student's parent/guardian.

All students, eligible for subsidized meals or not, are assigned a number to participate in the lunch program. This protects the anonymity of those students receiving Free or Reduced Meals.

Parents can always request a detailed report on their child's account and meal transactions, at any time. Requests should be made to the Cafeteria Manager at your child's school.

Students leaving the district can either transfer their account balance to a siblings account within the Walnut Creek School District or request a refund. Refunds can be requested up to the end of the following school year.

How to make deposits into your child's account.

Prepayments are encouraged....Cash, checks or money orders will be accepted; please make check payable to **WCSD Cafeteria**. Prepayments may either be turned into your school secretary (at the elementary schools) or directly to the

Cafeteria Managers at each site. Students paying cash for their lunch will pay at the point of sale while entering his/her Keypad Number.

Prepayments can also be made with a debit/credit card through PAYPAMS at www.PayPAMS.com.

How to apply for Free/Reduced Price Meals

Applications are available at the District Office and at each school site main office and cafeteria. Eligible students may receive meals free or at a reduced price of \$0.40. Return completed and signed applications to your school site or District Office as soon as possible. Application can take up to 10 days to process and cannot be approved and may be returned if it contains incomplete eligibility information. **A new application must be filled out each school year.**

Borrowed Lunch Procedures

Please read the following guidelines regarding borrowed lunches.

- Students without funds or a negative balance will be allowed to borrow one lunch per day but will not be permitted to borrow any a la carte items.
- The cafeteria managers will call or email the parent/guardian, to advise when a lunch has been borrowed.
- **A positive balance of a student's lunch account will roll over to the next school year.**
- **All negative balances must be paid in full by the end of the year.**

Borrowed lunches should be paid back promptly

Thank you

Food Services 943-2691