

**QUAKERTOWN COMMUNITY SCHOOL DISTRICT
FOOD SERVICES– 2011-2012**

Dear Parent/Guardian:

As a student attending one of the Quakertown Community School District Schools, your child will have the opportunity to participate in a state-of-the-art Food Service serving system. The QCSD Food Service Department uses the Horizon Software International Inc. OneSource Point of Sale System for student lunch transactions. The system eliminates the need for cash or tickets on a daily basis to make purchases in the cafeteria. This system benefits you by allowing the Food Service Department to provide efficient and accountable services to the students and parents. Details on the operation of our Horizon OneSource follow. If you have any questions, feel free to call the Food Service Office at (215) 529-2017.

The following questions and answers are designed to provide you with the specifics regarding the Horizon OneSource Point of Sale.

How Does Horizon OneSource Point of Sale Work?

Every student has an account. Parents have the option of pre-paying for meals and ala carte purchases as far in advance as they wish by depositing money in the student's account. Each time the student eats, the cost of the meal and any additional purchases are automatically deducted from his/her account.

How Does a Student Access His/Her Account in the Cafeteria?

Every student will receive a personalized identification number (PIN). When the student reaches the cashier station, he/she will input the PIN into a numbered key pad, similar to that of an automated teller or MAC machine. The cashier will ring up the purchase and the student's fund account balance will be debited for the corresponding amount.

How Does a Student Know His/Her PIN?

The student assignment letter mailed in early August from your child's school contains this student identification number. This ID number will also serve as the PIN number for the Horizon OneSource point of sale system. This PIN will access your child's personal account. It should be kept secure and confidential. We ask you help your child learn this number.

How Do I Make Deposits to My Child's Account?

Horizon OneSource allows students to deposit money into their accounts in two ways:

1. Parents may use the Online/Telephone Meal Prepayment System called "**Mealpay Plus**" via the web at www.mealpayplus.com or by phone at 866-544-5576. Features and details of the Mealpay Plus service are explained in the Mealpay Plus Parent Information Sheet also on this Food Service webpage. *(Mealpay Plus requires 6 digits to register QCSD students. One or two zeros as needed should be added preceding the QCSD student ID number to total 6 characters when registering your student.)*
2. Money (cash or check made payable to the Quakertown Community School District Food Service Department, with student PIN # included) may be given to the Building Food Service Manager BEFORE the start of school each morning. Funds **MUST** be placed in a sealed envelope clearly marked with student name – first and last name, home room teacher name, and home room number. If depositing money for more than one child in the same building, it is only necessary to submit one check. However, the envelope must clearly indicate the amount deposited in each individual student account.

Can Money be Kept on Account for Ala Carte Purchases?

Yes. The money may be used to purchase milk or another beverage. It may also be used to purchase ala carte items that may be available, i.e. water, soft pretzels, ice cream, etc. If you want the money in your child's account to be restricted to lunch purchases, you must indicate this on the envelope when making a deposit. This information will be entered into the system and the cashier will be aware of the

restriction. **Please inform your child of your decision to restrict money for lunch purchases so to eliminate misunderstanding in the cashier line.** Students will only be allowed to make ala carte purchases if there are sufficient funds in their account, secondary students (Senior High School, Freshman Center, Milford and Strayer) will not be allowed to make any purchases in an account with a negative balance.

How Will I Know How Much Money is in My Child's Account?

The cashiers will alert the student when the account balance is at \$10.00. Parents then have the opportunity to deposit additional funds. Deposits are applied first to any outstanding balances, then toward the meal prepayment. Upon parental request monthly account statements will be issued by the school food service manager.

Must I Deposit Money Into My Child's Account?

No. Students purchasing lunch using cash will be required to input their PIN and present cash to the cashier for payment of the purchase.

How Are Students Receiving Free/Reduced Meals Handled?

The system is designed to prevent overt identification of students receiving free/reduced meals. Students receiving free meals merely input their PIN when they receive a meal. The system will alert the cashier and no money will be requested. Reduced Students will be charged \$.40 per day. Students receiving free/reduced meals may deposit money in their accounts for ala carte purchases. All accounts are kept confidential.

When Can I Start To Put Money in My Child's Account?

1. Mealpay Plus online/telephone system will be available starting July 1, 2011.
2. You may deposit funds into your child's account anytime after receipt of the student assignment letter in mid-August, which includes the child's PIN number. Send a check payable to the Quakertown Community School District Food Service Department, Attn: Food Service Manager at the address of the building as listed below.

Neidig Elementary School - 201 Penrose St., Quakertown, PA 18951-1394

Quakertown Elementary School - 123 S. Seventh St., Quakertown, PA 18951-1599

Richland Elementary School - 500 Fairview Ave., Quakertown, PA 18951-2899

Tohickon Valley Elementary School - 2360 N. Old Bethlehem Pike, Quakertown, PA 18951

Trumbauersville Elementary School - 101 Woodview Dr., Quakertown, PA 18951-2290

Pfaff Elementary School - 1600 Sleepy Hollow Rd., Quakertown, PA 18951

Milford Middle School - 2255 Allentown Rd., Quakertown, PA 18951-2157

Strayer Middle School - 1200 Ronald Reagan Dr., Quakertown, PA 18951

QCSD Freshman Center - 349 S. Ninth St., Quakertown, PA 18951

QCSD Senior High School - 600 Park Avenue, Quakertown, PA 18951

PLEASE include your child's name (first and last name) and PIN number on the check. If depositing money for more than one child **in the same school**, clearly indicate the amount to go into each child's individual account.

3. Students may deposit money into their account any morning prior to the start of school by bringing it to the cafeteria and speaking with the Food Service Manager.

What Are the Benefits of Depositing Money Into My Child's Account?

- (a.) The need to search for exact change on a daily basis is eliminated.
- (b.) Forgotten lunch money no longer becomes a problem.
- (c.) Lunch money does not have to be sent to school on a daily or even weekly basis, risking possibility of being lost.
- (d.) The lunch line will move faster, allowing more time for students to eat.
- (e.) Students will feel more at ease because of the confidentiality and because they are not required to carry cash.
- (f.) It is best to reach an account balance of zero at the end of the school year. Any funds remaining in your child's account will be carried over to the next year.

We recommend you supply each account with enough money to cover meals and snacks for at least two weeks. This way you have to send money only twice a month.

A feature you may wish to take advantage of is a Detailed Account Report or Purchase History. This report is available so parents can see exactly what their child has purchased. It also enables parents to verify the use of deposited funds so you can be assured of where your money is going. Please take advantage of the individual account reports available with **Horizon OneSource** through the www.mealpayplus website or a telephone call to your child's Building Food Service Manager listed above.

The Horizon OneSource Point of Sale system has proven to be an asset to our Food Service Program in all schools using the program. We look forward to your participation in this innovative and efficient system. Thank you in advance for your cooperation!

Sincerely,
Joan A. O'Keefe - Food Service Director