



MEMORANDUM

DATE: July 2008
TO: Parents of Nicolet High School District
FROM: Vicky Hanson, RD MS-Food Service Director
RE: School Breakfast and Lunch Programs for the 2008-09 School Year

“The Cafeteria Experience” is something that our Food and Nutritional Services work hard on everyday, for the students, staff and the many guests that walk through the cafeteria of Nicolet High School. We are proud of this and want to keep our reputation intact by continuing to provide healthy menus and ala carte food options.

Our Food and Nutritional Services is now using myLunchMoney.com, a new service to prepay for your student’s school breakfast, lunch, and ala carte food items using your credit card to put money on your student’s account. The new website will go into service in September 15, 2008. Below is information about this new system:

Why should I visit this site?

- **Easy:** Enrolling and funding is simple and completed online.
- **Convenient:** Once your account is established, you can check balances, view meal history, and fund the account from a computer, phone, or fax. In addition, you can set your account to be notified when your account balance is low or when your credit card is about to expire.
- **Secure:** Your personal and payment card information is protected by the most advanced Internet Security.
- **Never have to worry about doing it again:** With our “Smart Pay” payment option, money will always be in your account. When a low balance is reached, money is added to your student’s account.

How do I enroll?

- Go to www.myLunchMoney.com and click ENROLL NOW.
- Create an account for yourself and your students. **Your student’s district ID number is needed.**
- Provide credit or debit card information
- Select the “SmartPay” payment option.

You may also call the toll free customer support center at 1-800-479-3531 to enroll by phone or ask any questions about using the website.

Complete meals are served in all five areas of the cafeteria. On the east end of our cafeteria, we have our main entrée lines. They consist of items such as burgers, chicken, fish, pasta, tacos, etc. Assorted fruits and vegetables, assorted sandwiches and wraps, as well as vegetarian options are available for the students to complete their meals. Milk and/or juice are also available. All of our products meet the USDA guidelines of “no trans fats,” which is very important to the wellness of our students and staff.

On the west end of our cafeteria is our franchise, “Subway – Eat Fresh.” Nicolet High School has had this franchise since the 1999-2000 school year. We are inspected monthly by Subway headquarters and our franchise has earned awards yearly. Students know this area is busy; however it is worth the wait. We also sell a variety of other products and beverages on the west end, including products from Rocky Rococo’s and Pizza Hut.

PAYMENT TO STUDENT ACCOUNT

The Food Service Department accepts payment for students' meals by paying with either cash or using their student ID card, which is a debit card procedure. Parents put money on their student's account in the form of cash or check during the school year, and/or by credit card (through the myLunchMoney website). Please make checks payable to ***Nicolet High School Food Service*** and indicate your student's first and last name on the check, as well as their student ID number. Checks or cash can be given to any of the cashiers in the cafeteria or to the High School Office. Amounts will be posted the same day. We encourage keeping a \$7 minimum balance. **We do not allow negative balances. Encourage your child to communicate to you when their balance is low.**

ID PROCEDURES FOR THE BREAKFAST AND LUNCH PROGRAMS:

Students will be able to use their bar-coded student photo ID to purchase food in the cafeteria. The following policies have been established for the use of the student meal accounts:

1. Students **MUST** have their school ID card to access their account to purchase food. No ID, NO food, unless the student has cash. Students without an ID card and that know his/her student number, must show another form of photo ID in order to confirm their identity and to use that number to purchase food. **NO EXCEPTIONS!**
2. Students will scan their card through the scanner.
3. Students will not be able to use other student's ID cards.
4. Students are responsible for maintaining a positive balance.
5. Students will not be able to purchase breakfast/lunch into a negative balance.
6. Students should report any lost or stolen ID card immediately to the High School Office.
7. For students who need to purchase a new ID card, the cost is \$5. Beginning this year, the students can order their ID card online through Network photography, the school's photography service, by using a password. Please see the High School Office for more details.
8. At the end of the school year, graduating seniors and non-returning students will receive refunds. All other students will have balances carried over to the following school year.

CAFETERIA AND LUNCH-HOUR PROCEDURES:

- Students may eat only in designated areas.
- Glass bottles are not allowed in the building.
- Students are not permitted to leave the school grounds without permission from the High School Office (C101) or from the school nurse.
- Students are expected to deposit all trash in the proper receptacles.
- Students should not throw away plastic food trays.

Let's have a great 2008-09 school year and please, if you have any questions, comments, or concerns, contact me at 414/351-7570 at any time.

Thank you.

VLH:jpgs