

PARKLAND SCHOOL DISTRICT  
FOOD SERVICES

August, 2011

Dear Parent/Guardian:

Parkland's Food Services Department welcomes your child to first grade. Our elementary school cafeterias utilize a debit system called CafTRAC. Every student has a cafeteria account and receives a personalized CafCARD. To prevent cards from being lost, they are distributed to students prior to lunch and collected by the CafTRAC operator.

Parents have two choices with CafTRAC. They may either send \$2.10 to school each day to cover the cost of a lunch or they may pre-pay for lunches as far in advance as they wish by depositing money into the student's account. This is done by sending cash or a check payable to "PSD Cafeteria Account" to the cafeteria. The money, placed in an envelope clearly marked with the student's name and teacher's name, may be brought to the cafeteria by the student any morning prior to the start of school. If depositing money for more than one student and paying by check, it is only necessary to write one check; however, the envelope must indicate the amount to be deposited into each account. When a student with an account balance purchases a lunch, the cost is automatically deducted from his/her account.

Account balances may also be used to purchase a beverage on days a student packs, additional menu items or any other a la carte item that may be available (e.g. ice cream, cookies, etc.). The CafTRAC operator will limit a la carte purchases to **two** per day. Because of the number of students the CafTRAC operator sees each day, it is impossible to honor specific requests regarding a la carte purchases (e.g. one pack of cookies a week, ice cream on Thursdays only, etc.). Parents wanting a student's account to only be used for lunches may do so by notifying the cafeteria in writing. This information will be entered into the system and the CafTRAC operator will be made aware of your request. If you choose to do this, be advised that you are "blocking" **ALL** a la carte purchases **ALL** the time. This means beverage and/or snack purchases on a day a student packs must be paid in cash. It also means that an account balance cannot be used to purchase an extra menu item (e.g. pizza, pierogie, breadstick, etc.).

The CafTRAC operator alerts students of a low account balance. Parents then have an opportunity to deposit additional funds or to pay for lunches on a daily basis. If an account reaches a negative balance, a letter is sent home with the student indicating the negative balance and requesting additional money to be deposited.

Students eligible for free lunches merely present their card to the operator when they receive a lunch. The system will alert the operator and no money will be requested. Students eligible for reduced price lunches are required to deposit a minimum of \$2.00 to cover the \$.40 lunch charge. To maintain confidentiality, students eligible for reduced price lunches **may not** pay the operator on a daily basis. Students eligible for free or reduced price lunches may deposit money into their account to allow for a la carte purchases.

Students are encouraged to reach an account balance of zero at the end of the year. Any funds in a student's account at the end of the year will be carried over to the next year. No money will be refunded.

Should you have any questions about CafTRAC, please do not hesitate to contact the school cafeteria or the Parkland Food Service Office (610-351-5670).

Todd Holmes  
Food Services Supervisor