

## POS TRANSMITTAL INFORMATION AND FORM

Dear Parent or Guardian:

Welcome to Minuteman Regional School District's Dining Services! We have planned a variety of meal options to meet the nutritional needs and tastes of our students and staff. The lunch price for students in grades 9-12 will range from \$2.50 - \$5.00. Breakfast will cost \$2.00. Post-graduates and adults may purchase food from our lines at a slightly higher cost. We are excited to offer daily menu choices through our food stations including the following: the Main Course, Pizzeria or Pasta, Grill, Deli, and Salad station. Snack items and milk may be purchased separately.

We have an automated Point of Sale system (POS). The POS system enables parents/guardians and students to prepay by cash or check for student lunches or a la carte purchases. There is no fee associated with this method. One can prepay any amount through these payment methods. The dollar amount will be deposited into a student's debit account, and all purchases will be deducted from this account when he/she uses his/her PIN number. (The PIN is the student ID number.) The use of a debit system increases the speed and flow of lunch lines, allowing students more time to eat. Please note that students receiving free or reduced-price lunches are provided complete confidentiality with this system by using their pin number. Following is how the POS system will work:

- Student PIN numbers will be the Minuteman student ID numbers, which students will be encouraged to memorize. They also will be printed on their class schedules. For security, these numbers should not be shared with friends.
- During lunch service, a student will approach a cashier with his/her purchase and enter the PIN into a keypad. The student's account and photograph (for identification purposes) will appear on the cashier's computer screen. The cost of the purchase will be automatically deducted from the account balance, without the need for the exchange for cash.
- When an account reaches a balance of \$10.00, the student will be notified while in line, so that a deposit can be made within the next several days, thus avoiding a zero balance.
- At the end of the school year, the debit balance will be transferred automatically to the student's account for next year. The balance may be refunded at the request of the parent/guardian. Even if a student buys lunch only once or twice a week, he or she can still participate in the debit system. Once the account is activated, the student can use the PIN to purchase food at lunch, before school, or after school. Deposits can be made at any time. Checks are to be made payable to Minuteman Regional School District. The initial payment must accompany the Transmittal Form below for proper crediting. Subsequent payments must have the student's name and ID number attached.

Please do not hesitate to contact me with questions or concerns on the POS system or Dining Services at 781-861-6500 ext.201. Thank you for your support and cooperation!

Sincerely,



Susan Palefsky  
Food Service Director

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### POS Transmittal Form

**YOU MAY DETACH AND RETURN TO THE CAFETERIA CASHIER OR  
CULINARY OFFICE WITH YOUR PAYMENT**

**STUDENT NAME** \_\_\_\_\_ **GRADE** \_\_\_\_\_ **STUDENT ID#** \_\_\_\_\_  
**PARENT/GUARDIAN NAME** \_\_\_\_\_  
**PARENT/GUARDIAN EMAIL ADDRESS** \_\_\_\_\_  
**PAYMENT AMOUNT** \_\_\_\_\_ **CASH** \_\_\_\_\_ or **CHECK NUMBER** \_\_\_\_\_  
**USE FOR MEALS ONLY** \_\_\_\_\_ **USE FOR MEALS AND A LA CARTE ITEMS**