



To: Parents/Guardians Sacred Heart Academy  
From: Personal Touch Food Service Inc.  
Re: New computerized payment system for the Cafeteria

Personal Touch Food Service Inc. has adopted a new computerized Point of Sale payment system for the Sacred Heart cafeteria. You may take advantage of this unique system starting immediately.

We would like to take the time to introduce this system to all parents and to make them familiar with the new services that will be provided. Students will use their own personal lunchroom account based on their cafeteria ID number. Students can access their accounts using the PIN pad located at the register. Please contact the cafeteria manager in order to receive your cafeteria ID number. It is strongly recommended that all students remember their numbers, as this will make the lunch lines move faster.

We encourage parents to pre pay monies into the student's account using the on-line payment option, although students may still use cash for any purchase. You may place monies into your child's account using a credit card by going to [www.mynutrikids.com](http://www.mynutrikids.com) and setting up an on-line account. You will need to know your child's cafeteria ID number. Monies paid into a student account can only be used for the purchase of lunch or a la carte items; this way, parents are assured that their money is being used properly.

When sending in money by check or cash, please include the student's cafeteria ID number on the check or envelope so it is deposited into the correct account. Our system allows students to charge only if there is money in their account – we can't allow any negative balances to occur.

If you are concerned about a food allergy that your student has, please notify the cafeteria with this information. A warning will appear on the cashier's screen for a quick review of the items on the student's meal tray.

Thank you in advance for your patience as we implement this system.

## **FEATURES OF THE COMPUTERIZED SYSTEM**

### **Benefits for Parents and Students**

- When the account is prepaid you can be sure that your student is only using that money for nutritious lunches/breakfasts served in our cafeteria.
- Prepaid accounts for all students allows parents to deposit money in their student's account, in any amount, at any time, and not have to be concerned with giving their student the exact change every morning.
- Lunch lines move faster when meals are prepaid, thus providing students extra time to enjoy their lunch period.
- Parents can pay any amount at any time. Students can prepay on the line with cash or parents can send in checks (with the student ID# on it), and students can give this to the cashier right in the lunch line. You may place monies into your child's account by going to [www.mynutrikids.com](http://www.mynutrikids.com) and setting up an on-line account. You will need to know your child's student ID number.
- You are only charged for the lunches or a la carte items that are debited to your student's ID academic eligibility number. All student ID numbers are confidential.
- A Pin pad is located at the cash register; it provides ease of use and allow for quick transactions.
- Prepayment allows for better security rather than cash.
- Once the transaction has been completed, your student will know his/her account balance.

### **PREPAYMENT OPTIONS**

- You can send in prepayment monies at any time. We recommend that parents send in checks rather than cash. All monies should be submitted only to cafeteria personnel.
- Regular lunches cost \$3.50. Although students may purchase menu items a la carte
- Checks are to be made payable to **Personal Touch Food Service Inc.**
- When sending prepayment, please include the student's ID# on the face of the check. If you send in cash please indicate on the face of the envelope, the student's ID#.
- You may place monies into your child's account by going to [www.mynutrikids.com](http://www.mynutrikids.com) and setting up an on-line account. You will need to know your child's student ID number.

**If you should have any questions, please do not hesitate to call the office of Cafeteria Services at 716-834-2101 ext. 333**