

Dover Sherborn Public Schools Food & Nutrition Service

The Dover Sherborn Public School Food and Nutrition Service is a self-funded program. Staffing levels do not allow for the extensive time involved in billing for charged lunches. We therefore have a “**no charge**” protocol in place. Please remember the automated lunch system is a **debit (not credit) account**.

If your child forgets his/her lunch or does not have money in his/her lunch account, we will provide your child with lunch. No more than five (5) school lunches can be owed by a student at any time. **Meals** and **milk** are the only items they may owe for. Students will not be allowed to owe for snack foods and other beverages.

All schools will be offering individually packaged meals and other foods this year. We have adjusted our food offerings to provide individually packaged, to-go style lunches, instead of buffet style served directly to students. Our in school payment process has also changed and will be a non-contact payment system.

AUTOMATED POINT OF SALE LUNCH SYSTEM:

Students will receive their desired pre-packaged meals and/or snacks and proceed to the cashier. Items chosen will be recorded on the computer by the cashier and appropriately charged to student accounts. This year Elementary students purchasing lunch will be checked off on a classroom roster and then entered into the computer in the kitchen. Secondary students will be using the scanning abilities of our POS system this year. All students can also be looked up by name or PIN/ID at any time. Middle & High School students pay using their **pre-paid debit account** by scanning their Lunch Account ID card through the Bar code Scanner at the register.

All students should learn their **PIN/ID**, every student automatically has an account with the Cafeteria; their **PIN number** is their **local student ID**. It is suggested that you fund lunch accounts with \$50 - \$100 depending on the grade level of the student. To make online prepayments you will need to setup an account with **My School Bucks** www.myschoolbucks.com **My School Bucks will be activated to accept prepayments starting September 11, 2020. Parents of 6th grade students:** Please make sure you set up a new account or add your child(ren) to the Dover Sherborn Regional School My School Bucks account. Payments for Middle School students cannot be made through their Elementary account. All balances from 5th grade students moving on to Middle School, from Pine Hill or Chickering Elementary will be transferred to the students' 6th grade account.

Students should not be sharing **their ID number, using someone else's number is not permissible. Purchasing food items for friends is also discouraged.** Cashiers have no way of knowing if a parent will approve of these types of transactions. **Please make your child(ren) aware their account is to be used for their purchases only.** This account number will follow them throughout their years with the Dover Sherborn Schools and is used for other applications within the school system.

NON-PAYMENT CONSEQUENCES:

- Your child may be given a replacement meal consisting of a SunButter sandwich and the other components offered with the meal on that day. A cheese sandwich will be offered if there is an allergy. *You will be billed for replacement meals.* **We do not intend to let any child go hungry, but parents/guardians are responsible for payment of school meals.**
- Lunch accounts may be deactivated.
- Other means of collection may be invoked in cases involving a negative balance greater than \$50.

ASSISTANCE FROM ADMINISTRATION:

When assistance is deemed necessary, Food and Nutrition Services will provide to the central office administration a list of students with outstanding balances. Administrators will contact students and/or parents/guardians to assist in collections efforts.

Lunch Prices: Elementary - \$3.25 / Milk - \$.70 - Secondary Schools- \$3.75 / Milk - \$.80

PREPAYMENT OPTIONS:

Prepayments may be made with check at any time. Online prepayments are an additional option for parents/guardians through My School Bucks, www.myschoolbucks.com throughout the year.

STUDENTS MOVING ON TO MIDDLE SCHOOL:

If your child(ren) is moving to the Dover Sherborn Regional Middle School all remaining funds will be transferred from Pine Hill or Chickering Elementary along with your child(ren)'s information. **Please make sure you set up a new account or add your child(ren) to the Dover Sherborn Regional School My School Bucks account. Payments for Middle School students cannot be made through their Elementary account.** You may still be able to see the year-end balance in their Elementary School My School Bucks account, however the account is inactive.

GRADUATING SENIORS and OTHER STUDENTS LEAVING DOVER SHERBORN SCHOOLS:

Please shut off all automatic payments to My School Bucks, www.myschoolbucks.com before requesting a refund or asking funds to be transferred to another child's account. If this is not done first, the account will automatically re-fund itself as it was setup. Refunds must be requested within six months of the student leaving the school district.

APPLYING FOR FREE and REDUCED MEALS:

In this packet is a Meal Benefit Application and Instructions. If you feel you may be eligible for school meal assistance please return the completed application to: Janelle Madden, 157 Farm Street, Dover, MA. 02030. Questions call: 508-785-0036 x 7508 or email maddenj@doversherborn.org

Thank you for your cooperation. 508-785-0036 x 7508 or x 7512 or email, Janelle Madden maddenj@doversherborn.org or Susan Barss barsss@doversherborn.org for questions, comments or suggestions.