

Colchester School District

A Message From the Food Service Director

In our district, all cafeterias use a computerized cashless debit payment system. New students will soon receive a Personal Identification Number (PIN) so that they may purchase school meals. If you do not receive a PIN, call the school's cafeteria.

For the first day of school, please send in money to start your child's account. Be sure to include a deposit slip and your child's PIN. Deposit slips are available on our website at www.csdvt.org and at every school.

How does my child buy their meal? Every student has a cafeteria debit account. Students purchase their meals electronically using a PIN number. This number is entered into a keypad at the end of the cafeteria line. Although all students are issued a PIN, our younger students (preschool through grade 2) are not required to use their PIN. We can access their account using their name and photo.

How do I deposit money into my child's account? Your child's cafeteria account works as a debit card and not a credit card account. You must deposit funds into the account after the PIN # is assigned and before using the account to purchase school meals. Please make your check payable to Colchester School Lunch Program.

With our cashless debit payment system, parents have a few different options for paying for their child's meals:

1. **Cash or check deposit** (\$3.00 or more) sent with your child to school. You must include a deposit slip with your child's name, school, and PIN (**include the PIN on your check**). Deposit slips are available on our website at www.csdvt.org and at every school. **Your deposit may be sent back if a deposit slip is not included.** If you are paying by check and have children in different schools, a check must be sent to each school. Note: Although we accept cash, a check is a more secure payment option. **Please make your check payable to Colchester School Lunch Program.**
2. **Credit or debit card payment** made on the web at www.MySchoolBucks.com, with the MySchoolBucks mobile app., or by calling 855-832-5226. You'll need your child's 7 digit District ID (this is not your PIN). If you do not receive a District ID, call the school's cafeteria. **Note: MySchoolBucks charges a fee for each credit/debit card transaction.**
3. **At our high school and middle school**, students can deposit cash into a kiosk machine at the school. The funds are immediately credited to the student's account.

What is www.MySchoolBucks.com? This is the Internet service parents use to obtain account balance information online. This service is easy to use, convenient and secure. You can deposit money through this site using a credit or debit card. If you prefer, however, you can still send money (cash or check) to school with your child. It's your choice. No credit card is required. To view your child's balance online, you must enroll at www.MySchoolBucks.com or use the MySchoolBucks mobile app.

When will my deposit appear in our account? Cash or check deposits made at the school are processed at the end of the school day. So a deposit made today will be available and appear in your online account tomorrow. Credit or debit card payments made through www.MySchoolBucks.com or with the MySchoolBucks mobile app. are processed continually throughout the day, but we recommend you stay at least a day ahead to ensure your child maintains a positive balance.

What happens to the money in our account at the end of the school year? All remaining funds carry over to the next school year. For graduating seniors you will have the choice of either transferring the remaining funds to a sibling, donating the remaining funds to the district food service program or picking up a refund from the food service office during graduation practice.

If your child leaves the district at any time, it is your responsibility to contact the food service office to arrange a refund or to settle an outstanding balance. If you do not contact our office, the remaining funds in your child's account will be sent to unclaimed funds.

If your child changes schools, change the school name at www.MySchoolBucks.com or with the MySchoolBucks mobile app.

Who keeps track of my child's account balance? Parents are responsible for keeping track of their child's account balance. The school does not send out warnings when an account is running low on funds. Parents can obtain balance information (regardless of how they put money into their account) online at www.MySchoolBucks.com or with the MySchoolBucks mobile app. Online and mobile access is FREE and allows parents to view their child's purchases and account balance. You may also call the staff in the school's cafeteria. Students may ask the cashier for their balance when they purchase their meal.

At www.MySchoolBucks.com and with the MySchoolBucks mobile app, you can place spending limits on your child's account and view one week's worth of purchases. You may also call your school for this information.

What happens if my child spends all of their money? If there isn't any money in your child's account and they are not eligible for free or reduced-price meals, the purchase is charged and the student now has a negative balance. This balance must be paid by the next school day. If a negative balance continues for the next 4 meals, the student will receive an alternate breakfast/lunch until the balance is paid. Students without funds in their account will not be allowed to purchase items from the a la carte line.

Does the school district offer students free or reduced-price meals? Yes. If your family qualifies for free OR reduced-price meal benefits, there will be NO COST for breakfast or lunch.

Students eligible for this program, however, must purchase a complete meal. Otherwise, individual items (such as juice, milk, snacks, or items from the a la carte line) will be charged to your child's account.

An application and more information about this program is available through your school and on our website at www.csdvt.org. If you have any questions about the program or need help completing an application, call Cathy Ward at 264-5985.

Remember, our cashless debit payment system ensures complete anonymity. Every student uses a PIN number for purchasing breakfast/lunch, so no one knows who is paying full price for meals and who is eligible for free or reduced-price meals.

Do you publish a menu and what types of information can I find on your website? Yes, we create a new menu each month. A copy is sent home with elementary students, posted in our schools, and published on our website at www.csdvt.org. You can also find the following items on our website:

- ✓ A current price list
- ✓ Information on Free & Reduced-Price Meals
- ✓ Contact information for our staff
- ✓ The a la carte menu at CMS and CHS
- ✓ Links to nutritional information

Steve Davis, Director
Nutrition & Food Services
Steve.Davis@colchestersd.org or 264-5706

Colchester High School Cafeteria 264-5739
Colchester Middle School Cafeteria 264-5823
Malletts Bay School Cafeteria 264-5910
Porters Point School Cafeteria 264-5925
Union Memorial School Cafeteria 264-5947