

# TASD CAFETERIA QUICK BITES NEWSLETTER

## POS PROCEDURES FOR TASD CAFETERIAS

Welcome to the TASD Point of Sale System!

As we begin the new school year, we want to provide you with some helpful information to make this process as seamless as possible for both students and parents. Money deposited in an account may be used for lunch, breakfast and ala carte items.

### **Getting Started-Pre-Loading Accounts**

#### **Two easy ways:**

1. Make check payable to TASD Cafeteria in monetary amount of your choice.
2. Deposit money using the website- [www.schoolcafe.com](http://www.schoolcafe.com)

Go directly to website and

follow the directions to set up student accounts. Please be advised that TASD does not own/operate this specific site and if you experience technical problems you will need to contact the site directly. You will also need to contact my office for your child's student ID#. This site will charge a minimal fee for this service. Enter all children at same time, pay one fee.

### **Special points of interest:**

- ♦ *Pre-load account with any monetary amount*
- ♦ *Flexible options to fit each family's needs*
- ♦ *Deposit money weekly, monthly, bi-monthly etc.*
- ♦ *24 hour on-line access to manage student accounts*
- ♦ *Balance inquiry, meal options, track usage, set limits for ala carte items*

## **Account Balance Information**

Students at all school locations will be permitted to charge two lunches if account balance is zero. Students will still need to report to office for lunch voucher. If payment is made by cash/check then account balance will be adjusted. Letters will be sent home if a student account remains in a negative balance. Provisional lunches may be served at the discretion of FSD regarding delinquent accounts.

## Payments Received/Returned Checks etc.

Payments/deposits will be added to a student account at the end of each school day. New balance information will be available each day after 4:00PM, with the exception of early dismissal, holiday breaks etc.

Failure to pay cafeteria debt will result in a referral to the TASD Business Manager.



*Keep your account in good standing. Check balances often.*

Returned checks, NSF, and closed accounts will have ten working days to be corrected. A \$25.00 service fee will be charged for any NSF. Failure to do so may result in further criminal complaint to the District Magistrate.

More than one delinquent check by the same party in a school year, TASD reserves the right to require cash, certified check or money order for payment.

## Refunds/Account Roll Over

At the end of each school year some accounts may have remaining balances. This dollar amount will automatically roll over and be available for the first day of school.

Students graduating will have the option to request in writing an account refund or parents may chose to apply the balance to another family member in our district. **NO CASH REFUNDS WILL BE ISSUED AT ANY SCHOOL LOCATION.**

Parents requesting a refund in writing must do so to: TASD District Office c/o Joan Nowak 138 West Broad Street Tamaqua, PA 18252 .

Students who have withdrawn from our district must also request a refund in writing.

Refund will be in the form of a TASD Cafeteria check.

**Refunds will only be issued if request is made in writing. No CASH will be given at any school location.**

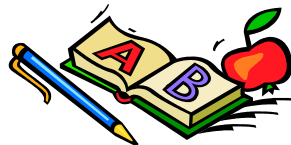
## www.schoolcafe.com

What is this site?

This site is available for you to use as part of the POS system. The web page will enable you to log on and add money to accounts, check to see if cash/check was placed in account, monitor account for lunch options etc.

You will also be able to have e-mail alerts sent to your desktop for low

balance warnings. This site is a helpful tool for parents to keep track of all children in our district no matter what school they attend. This site will also allow you to apply one check and pay for multiple students. You decide how the money is allocated in each account.



*Check account status, balances, and more.*