

Letter to New Parents about Meal Payments

School Year 2021-22

Dear “New” Parents and Guardians,

Welcome to the Concord-Carlisle Regional High School and the Concord Public Schools. School meals, including milk and a la carte items, may be purchased via a **prepaid account**, (which is managed by **mySchoolBucks.com**), or may be purchased by **cash** or **check** to be delivered to the cafeteria cashier or school office.

Please note that the mySchoolBucks.com online prepayment option may not be available for new students until late August 2021 because of possible technology updates that may be required for incoming new students.

Until mySchoolBucks.com is available, we strongly recommend that you place funds into the lunch account for your child by mailing a check to the Food Service Department by August 25 2021, to allow us time to process your payment prior to the beginning of school. **We suggest a minimum of \$50.00 for an elementary student, \$75.00 for a middle school student, who may also purchase breakfast, snacks, as well as lunch, and a minimum of \$75.00 for high school student, who may also purchase breakfast, snacks, as well as lunch.** The funds will be available to your child when school begins. It will be one less thing to do on your "back to school" list. Having the money ready will provide your child funds should he/she decides to purchase food or milk. Children often purchase food and milk, even when a lunch is brought from home.

Mail checks to: Food Service Department, Ripley Building, 120 Meriam Road, Concord, MA 01742

NOTE: For your convenience, you may prepay for meals for any number of children in your family using one check, unless you have children in both the Concord Public Schools K-8 and in the Concord-Carlisle Regional High School. If you have children in both K-8 and the high school, you will need two separate checks. **(Please make check payable to Food Service Department and list on the memo portion of the check the name of each child and the amount that should be deposited in his or her account).**

Each student has a lunch account, which is accessed by using his/her school assigned **key pad number** at the register. The **key pad number** is different from the **student ID number**. Students enter a series of numbers into the key pad located at each register to purchase their food. New students will receive help with this from food service staff when school begins. At the elementary school, a card will be printed with your child's name and key pad number and displayed in the cafeteria. School staff will assist the student in finding the card, which he/she will present at the register. At the middle school and high school, each new student will receive his/her key pad number from the cafeteria cashier. (If a child forgets his/her key pad number, the cafeteria cashier will find the number using the student's name).

mySchoolBucks.com is the name (and web site) of our prepayment system. (preferred option)

Please establish your child's account at mySchoolBucks.com. You will need to choose either Concord Public School or CCHS (Concord-Carlisle Regional High School) on this website. You will also need an **email address, a password, and your child's birthdate or student ID number.**

The **mySchoolBucks.com** web site will prompt you through a series of steps to make your prepayment using a credit card or e-check. To assure that funds via your credit card are available on your child's account, please allow 2 school days for processing. An e-check may take up to 7 school days to clear. Your child will not have the funds in the account until the check clears. Currently, there is a small convenience fee of \$2.49 for each online payment transaction.

As an alternative to online payments, you can mail checks directly to the Food Service Department, or deliver checks to the school office, or deliver checks to the cafeteria cashier, who will post these funds directly to your child's account. You will not be charged a fee for these transactions.

mySchoolBucks.com also offers you the option to receive a **'Low Balance Alert'** email notification of your child's balance when it reaches a minimum amount that you pre-determine. **(We strongly recommend that you utilize this email notification and maintain a minimum balance of at least \$30.00).** This is a free service. (Note: you do not have to pay online to receive this email notification of your child's lunch balance; however, you will need to register your child's name, with birthdate, on this web site). **This will be the best way to see your child's account balance.** It will remind you to replenish the lunch account because the funds are low. We will not be mailing notices to your home to alert you of a low account balance.

We recommend that you refer to 'Frequently Asked Questions' regarding mySchoolBucks, which can be found on our Food Services web page.

LUNCH and BREAKFAST PRICES for Planning your Prepayments:

- Elementary School Lunch is FREE SY21-22(includes milk). Milk sold separately is \$.65.
- Middle School Lunch is FREE SY21-22 (includes milk). Milk sold separately is \$.65. A La Carte snacks from \$.50 to \$2.50 are also available at the middle schools.
- High School Breakfast is FREE SY21-22(includes milk) and Lunch is FREE SY21-22(includes milk). Milk sold separately is \$.65. A La Carte food from \$.50 to \$2.50 is also available at the high school.

We provide the **Free and Reduced Lunch Application** on our web site. You may print out the form, complete it and send to the **Food Service Department, 120 Meriam Road, Concord, MA 01742**, to determine if you qualify.

For assistance, please contact the Food Services office and speak to Bryce MacKnight at 978-202-1124 or email at bmacknight@concordps.org. If you have any questions or concerns, please contact Bryce MacKnight, Director of Food and Nutrition Services at 978-202-1165 or email.

We look forward to assisting you and hope that your child will enjoy our meals.