

Will County School District 92

Walsh / Reed / Ludwig / Oak Prairie

S/Y 2018-19 Lunch Procedure

Lunch Procedure:

Every morning teachers take a “lunch count” for the day. Students must raise their hand when the teacher takes the “lunch count”. They will need to pick whether they will want the hot lunch or yogurt lunch in the morning. Lunches are prepared based on this count therefore students cannot change their choice of lunch after the morning count.

Paying for Lunch:

Each student receives a lunch card with their name and ID number on it. At the elementary level, all students have a lunch card located in their homerooms. Oak Prairie students are responsible for keeping their own card and **must** have them to purchase any item from the cafeteria.

After walking through the lunch line the card is swiped through the POS (point of sale) station which will deduct the amount of the lunch from the student’s previous balance. **If your student’s lunch card is lost, it will be replaced at no cost the first time. Thereafter a fee of \$5.00 will be charged each time the card is replaced.**

Negative Lunch Balance Procedure:

Notification of negative lunch balances will no longer be sent home from school via paper. All families will be notified by email when a student owes money for meals in excess of the equivalent of the amount charged a student for five lunches. The cost of these loan lunches will be deducted from the next prepayment sent to school for the student’s account. Families can monitor their student’s account on Myschoolbucks. Once you have established an account, please check the box to have an email reminder sent to you when your balance is low. If you do not have email access, please notify the Food Service Department and other arrangements will be made for you to monitor your balance.

If a parent(s)/guardian(s) regularly fails to provide meal money and does not qualify for meal benefits, the Administration will address with parent(s)/guardian(s) as needed.

Students with a negative balance are not allowed to purchase ala carte items.

Two Payment Methods:

1. Online Payments can be made with credit card or debit cards. Please log on to our website at www.d92.org and located under Food Service select MySchoolBucks. This will instruct you how you can register on the site for free and be able to view you student’s purchase history and account balances. There is a convenience fee added to online transactions. Please keep in mind that online payments must be made 24 hours in advance for the money to be available to use on your student’s account.
2. All meal payments must be made in advance. Your student will hand in the money/check to their homeroom teacher in the morning. That money is sent to the office and picked up by the food service staff to be deposited in your student’s account. Meal payment (cash or check*) should be placed in an envelope marked “School Lunch” and must include the following information: **Student name, ID #, Grade/Teacher and amount of payment.**

***Checks are to be made payable to Will County District 92**

If you have more than one student at the **same** school you need write only one check and indicate how much is to go into each Student’s account. Money that is left in the student’s account at the end of the school year will carry over to the next year. Many families prefer to pay in advance for a certain amount of lunches (e.g. 5 lunches, 10 lunches, etc.) so it is easy to keep track of when sending money.

If you have any questions or concerns, please contact me. Thank you in advance for your cooperation.

Sincerely,

Lynn Onderisin

Director of Food Services

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