

Cape Girardeau Public Schools

SCHOOL MEAL PROGRAMS PRACTICES AND PROCEDURES

The Cape Girardeau Public School District serves nutritious meals each school day. Our school cafeterias will be open the first day of each new school year for breakfast and lunch service in all buildings. School breakfast and lunch menus are posted in the classroom, are listed in the Southeast Missourian, on KGMO radio, and are posted on the District's website. Under the guidelines of the National School Meals Programs, menus are analyzed for nutrient content to ensure students are receiving 1/3 of their Recommended Daily Allowances. Menu choices are offered in an effort to better meet student preferences. Parents and students are encouraged to contact their cafeteria staff if they would like to make menu suggestions.

Students Meal prices for the 2011-2012 School Year are as follows:

Breakfast

Elementary Paid Breakfast (K-4)	\$.75 for Paid Students
Junior High/Middle Paid Breakfast (5-8)	\$.75 for paid students
Central High School and the Alternative Education Center (grades 9-12 & grades 5-12)	\$1.25 for Paid Students
There is <i>no charge</i> for breakfast to any students who qualify for reduced price meals at any building that provides breakfast.	
Extra Milk-Breakfast	\$.30

Lunch

Elementary Paid Lunch (K-4)	\$1.55
Junior High/Middle Paid Breakfast (5-8)	\$1.80
Alternative Education Paid Lunch (5-12)	\$2.05
Secondary-High School Paid Lunch (9-12)	\$2.05
Reduced Price Lunch (K-12)	\$.40
Extra Milk-Lunch	\$.30

Adult meal prices are as follows:

Breakfast

Adult Breakfast	\$2.00
-----------------	--------

Lunch

Elementary Adult (K-4)	\$2.50
Junior High/Middle Adult (5-8)	\$2.75
Secondary High School Adult (9-12)	\$2.75
Alternative Education Center Adult (7-12)	\$2.75

District patrons are invited and encouraged to visit and eat in any of our cafeterias at any time for the cost of an adult meal.

Point of Service (POS) Computerized Cashiering Systems

All of the District's students utilize a computerized cashiering system known as a Point of Service (POS) system. The POS system operates like a debit card system that **requires money to be deposited into the account in advance** of the account being used in the cafeteria. All of the District's students will utilize a 4 digit pin number to access their meal account. This number is assigned when students enroll.

Parents may deposit money into a student's account using deposit envelopes provided by the district or they may make meal deposits on line through the web site Mynutrikids.com. Instructions for on-line deposits are listed below.

Elementary students (pre-k – 4) are asked to take envelopes to their classroom teacher, deposit the envelopes in the cafeteria drop box or give the envelope to a cafeteria staff member. Envelopes should be clearly marked with the student's first and last name, their teacher and the amount of money to be deposited. Elementary students are allowed 5 meal charges (1 week's lunches). Students are not allowed to charge Ala Carte foods. After the 5 charges, students with outstanding charges may be served a free alternative meal of a peanut butter sandwich and a carton of milk until the meal charges are paid.

Upper grade level students (5 – 12) are also asked to put their money in the envelopes provided by the cafeteria department. Envelopes should be clearly marked with the student's first and last name, their grade and the amount of money to be deposited. Students should deposit envelopes into the locked drop boxes that are located in the school buildings or give their envelope to the cashier on duty. The POS system is set to allow upper grade students 2 meal charges. Students are not allowed to charge Ala Carte foods. After the 2 charges, students with outstanding charges may be served a free alternative meal of a peanut butter sandwich and a carton of milk until the meal charges are paid.

Parents are encouraged to pay for at least one month's meals at a time, but no less than one week's worth of meals. Envelopes must be deposited no later than 8:30 a.m. to be recorded into accounts on that day. Envelopes deposited after 8:30 a.m. will be deposited on the next days activities. Students are not allowed to pay cash in the lunch line; money must be deposited into accounts prior to entering the lunch line. Parents who are having difficulties paying for meals should contact their school principal to discuss options available.

Account Balances and Refund Requests

Account balances may be checked by contacting your child's school, by contacting the Nutrition Services Department at 335-1867 or on line at MyNutrikids.com.

Any money in student meal accounts at the end of the school year will remain in the child's account for use the following school year. Written requests for account balance refunds or transfers can be made anytime during the school year or at the end of the school year. The written request must include the students first and last name, a name of person making the request and/or a parent name and a current mailing address. Written requests can be given to the child building staff or to the Central Administration Office.

Check Writing Policy

Parents are welcome to write a check for your student's meals but insufficient fund (returned checks) checks will be subject to a collection fee. The district utilizes the services of Global Check Recovery to process and collect insufficient fund checks. Cape Girardeau Public Schools will not profit from this check recovery service.

On-line Deposits and Meal Balance Checks

Parents can make on-line deposits into their student's meal account at any time. Our online service *also* provides parents the ability to view account balances as well as print a 30 day history of meal transactions. In addition, they can set a low balance alert that will send an e-mail when the balance is low.

To access these services:

1. Simply go to the district web site at www.capetigers.com
2. Click on the Nutrition Services Department link or Breakfast & Lunch Menus.
3. Click on the MyNutrikids.com link. From this site you will create your account, add money to your child's school meal account, check balances and set low balance alerts. All you need is your child's name, student 10 digit state ID number and school ZIP code.

Things to know:

1. If you have more than one child in the District you can handle all online activities from the same online account.
2. Payments may be made with a major credit card, a debit card or through an existing PayPal account. Depending on your bank, debit card and PayPal payments may take 7 to 10 days to process.
3. In order to use the online prepayment service, a small convenience fee will be assessed. The convenience fee is \$1.75 per total transaction. Cape Girardeau Public Schools will not profit from the use of this site.

Free and Reduced Meal Programs

The District participates in the free and reduced priced meal programs with guidance outlined under the National School Meal Programs governed by the United States Department of Agriculture. Forms are available throughout the school year at each school building, the Central Administrative Office or on-line at capetigers.com. Interested parents and/or guardians should return the completed form on a yearly basis if they are to be considered for participation in the free and reduced priced meal programs. One application should be used for all students in the same household regardless of school location. Forms may be returned to any school building or to the District's Central Administrative Office.