

## **IMPORTANT PLEASE READ**



August 1, 2009

Dear Parents & Student(s);

On behalf of ARAMARK and my team, we are proud and excited to be the Food Service Provider at St. Joseph's Preparatory School. St. Joseph's and ARAMARK have deep roots in the Philadelphia community. We look forward to continuing our partnership with you in providing a broad menu variety including traditional favorites and options focused on health and wellness initiatives that are growing throughout the country.

We, at ARAMARK Education Services, understand that good nutrition is essential not only for good health later in life, but also for sound academic performance. We are committed to helping students flourish by encouraging healthy lifestyles and nutritious meal choices. Breakfast will be available in the morning in the cafeteria where cereal, a variety of hot breakfast sandwiches, bagels, and beverages are offered to help your son start his day off right. During lunch the following stations are available: A Cut Above, our Made To Order Deli Sandwich and Wrap Station; The Broad Street Pizzeria featuring cheese and pepperoni pizza everyday as well as daily specials; The Liberty Grille which in addition to cheeseburgers and chicken sandwiches also features Philly Style Cheese steaks, Chicken Cheese Steaks and daily specials; and our salad station All Tossed Up where your son can purchase Made to Order Garden salads, Chicken Caesar salads, Chicken Club salad and daily specialty salads. Our monthly menus are available online by going onto St. Joseph's Prep's website, under the "Student Life," section followed by "Dining Services." You will be able to find contact information, and a brief description about our services.

As we approach the 2009-2010 school year, we would like to outline our Point of Sale system and address frequently asked questions concerning the computerized program we will utilize in St. Joseph's cutting edge cafeteria. The POS system benefits you, your child, and the school in a number of practical ways. We hope that you and your student will consider taking advantage of some of these convenient options. Please read the following information carefully. Please call us at the SJP Food Service office if you have any questions.

The system is a computerized debit system that will allow you to pay in advance for meal purchases and/or Impulse Store purchases. The system works with a twelve key PIN pad that is similar to an automated teller machine (ATM). It will allow your son(s) to enter their **6 digit personal identification number (PIN)** to access their account. Your son's PIN is his PowerSchool password. Please have him memorize this number. The PIN keypad will be located on the serving line. The PIN number will stay the same throughout the remaining years your child is enrolled at the school. All students will have an established debit account, although you will not be required to make advanced payments because the system still has the ability to act as a cash register and can accept cash payments on a daily basis; however they will need their pin number for every transaction.

This debit system increases the speed of service through the food lines. By maximizing line speed, our intended outcome is to provide your students with more time to eat their meal and interact with their peers. The system also allows us to generate and print reports for parents identifying purchase patterns. For those students that have special dietary needs, the POS system can be pre-programmed with confidential notes to inform our cashiers about any special needs or purchasing limits for an individual student.

With the ability for your student to have a debit account also comes the ability for you to pay for their meals in advance.

### **Advanced Payment Options**

#### **ONLINE PAYMENT**

A convenient credit card method is available at a secure web site. Simply log on to [www.payforit.net](http://www.payforit.net) and register today. Payments made via this method will be available for your child's use within 24 hours. Pay For It will apply a 5.75% surcharge to all transactions made using their service.

**DIRECT PAYMENT**

You can send cash or check to your school’s cafeteria via mail or your son can bring it to the school cafeteria. Cashiers will have pre-printed forms available to be used when making advanced payments. Your son can bring the form home for you to complete or you can have your son complete the form in the cafeteria. Deposits must be made by 9:30 a.m. and will be available to your son immediately.

Money will be automatically deducted as the student uses his account to make cafeteria and/or snack bar (Chief’s Place) purchases. There is no limit on the amount of money that can be deposited into a debit account. Utilizing this system also eliminates the need for your child to carry money for School Meals Please note that this system is very confidential. Every student will enter his PIN number, thus insuring your child’s privacy. On average, if your son purchases lunch every day, you would need \$110 per month in the account. If your son purchases breakfast every day, on average, you would need \$70 per month in the account.

ARAMARK is the contracted cafeteria provider for St. Joseph’s Prep. All questions regarding the QSP register system are to be directed to the ARAMARK supervisor only. The ARAMARK supervisor will be able to add money to all students' accounts and they will be able to refund balances should the student leave the school for any reason and upon graduation. The school office staff will not be able to accept or refund monies to students; this can only be done through the ARAMARK supervisor on staff. *We require at least 30 days notice for refunds of monies on account if your student should have to leave the school and/or is graduating.* Accounts must have a minimum balance of \$10.00 in order to be refunded. The school office staff will not be able to accept or refund monies to students; this can only be done through the ARAMARK supervisor on staff. Balances for returning students will be carried over to the next school year. We highly recommend that you monitor the account balance as the school year comes to a close, to minimize the amount of money that is carried over.

Below is a form that should be sent in with your first deposit. Make checks payable to: **ARAMARK**. For safety and security purposes, we recommend that advanced payments be sent in the form of a check. This form will be available through the cashiers for future deposits. If you are paying for more than one student in the same school with one payment, please clearly document how much money is to be designated to each student’s account. If you do not specify, the deposit amount will be divided equally between the student accounts. Thank you for your cooperation and your participation.

Sincerely,

Paul Paetow  
General Manager- **ARAMARK**

Susan Griffin  
Cafeteria Manager – St. Joseph’s Prep

**TO BE USED FOR ADVANCED PAYMENTS**

<b>STUDENT DEPOSIT FORM TO BE RETURNED WITH ADVANCED PAYMENT</b>			
Student Name _____	PIN# _____	Grade _____	
Parent or Guardian Name _____			
Cash Amount _____	Check Amount _____	Check # _____	Date _____
(Please make check payable to: <b>ARAMARK</b> )			
<b>PAYMENT OPTION:</b>			
<b>OPTION – CASH ON ACCOUNT FOR STUDENT PURCHASES.</b>			
A \$30.00 fee will be charged for all returned checks.			