

## P.O.S. SYSTEM

The School Lunch Program uses a **prepaid** P.O.S. register system that provides greater convenience for our students and a higher level of accountability for our lunch program in grades K-8. Your child will have an individual account into which you will deposit money. This account is for all of your child's lunch, milk or snack purchases whether prepaid or cash daily. All students enter their PIN number at the register. The student's account will appear on the cashier's monitor and the transaction is complete. Parents can view account history and make payments at <https://sendmoneytoschool.com/Dashboard/Login.aspx?ReturnUrl=%2f>. Please contact the school lunch office at 978-777-8925 x2388 for the nine digit student ID number to access the account. We ask parents to continue with the traditional method of sending your student to school with money to purchase lunch in the café daily.

How the system works:

1. All students are automatically entered into the Meal Magic system. A 6-digit Personal Identification Number (PIN#) is assigned to each child that will remain with them throughout their school years. PIN numbers will be sent home prior to the start of the school year. Students should memorize their PIN# and be reminded that this is a personal code and should not be shared with anyone else. The School Lunch Department can provide students with PIN# if forgotten.
2. Parents deposit money into the student's account by sending a check (made payable to Town of Danvers School Lunch) or cash brought to school or by paying online using the web address above. Please record on the face of any check the student's full name, grade and PIN number.
3. In the café there is a computer touch-screen cash register and PIN pad for entering the students PIN number.
4. If your student qualifies for free or reduced price lunches, this information is securely contained within the system and the meal will be processed just as it is for all other students. There is no need to be concerned for a potentially uncomfortable situation for your student.
5. Students access their accounts at the cash register by entering their PIN number on the pin pad (just like the number section on a computer keyboard) located at the register. However, if they do not remember it, we are able to access it through the computer register by entering their name.
6. Sales will be automatically deducted from the student's account; and account use is tracked by the system.
7. Money paid into a student account can only be used to purchase meals within the café.
8. Parents will be notified by email or letter sent home when their lunch account is getting low.
9. Parents who wish to apply for reduced or free meal benefits may do so at [www.LunchApp.com](http://www.LunchApp.com) or return an application to school.

How to **Prepay**:

1. Please send a check (payable to Town of Danvers School Lunch) to your school, in an envelope marked "cafeteria" for deposit into your child's account. The checks will be collected in the classroom. Your initial deposit can be any amount, but we recommend a minimum of \$30.00.
2. Record on the face of the check and envelope your student's full name, grade, and PIN number
3. If you are paying by cash please send the money in an envelope and record on the envelope your student's full name, grade and PIN number.