

Automated Point-of-Sale System

Bowling Green City Schools

All BGCS cafeterias use a computerized cashiering system. This system allows students to put money on account instead of paying cash each day.

If you would like to prepay for your child's meals, we can accept any amount. Please make the checks out to **BG Board of Education. Be sure to write your child's name or student ID number on the check.** Café Enterprise also gives parents the option of paying for their child's meals online using Visa or Discover Cards. The web site address is <http://www.CafePrepay.com>. Parents pay a service fee of \$2.50 per transaction. You will also need to let us know if this money should be used just for lunches or for both lunches and ala carte items. (Please see attached form).

- When your child comes through our lunch line they enter their PIN number into a PIN pad. **Please help your child memorize this number.** The PIN number will remain the same throughout the remaining years your child is enrolled at Bowling Green Schools.
- The cashier then presses a key that brings the student's picture and account balance onto the screen.
- She then enters the items purchased and the amount is automatically deducted from the student's balance.
- Students can still pay cash each day if they wish. No change will be given to students. Change will go on their accounts. They will still enter their numbers into the PIN pad.

If a student is free or reduced, no one but the cashier will know. Other students in line don't know whether your child has prepaid for lunches or receives a free lunch. This computer system keeps track of our inventory and automatically prints out our reports to the state. It will also print out your student's purchases if you want to see where they are spending their money. You can also monitor your child's balance and activity report online at www.CafePrepay.com.

Also, we can enter any dietary restrictions your child might have (such as peanut allergy) into our system. When the child's information comes up on the screen this will be displayed in prominent red letters to make sure the cashier checks the child's purchases for any offending products.

I am confident you will find this system convenient to use. Our lunch lines move much faster when students take advantage of the prepay option. The cashier saves time when she doesn't have to wait for the students to find their money and then stop and make change. This gives our students more time to sit down and enjoy their lunch instead of standing in line.

Student Deposit Form to be Returned with Payment

Student Name _____ PIN# _____ Grade _____

Parent or Guardian Name _____

Cash Amount _____ Check Amount _____

Prepaid Meals ONLY ___ **OR** Number of Lunches _____ Amount for Snacks _____