

Union City Area School District

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www.ucasd.org

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September 2017

Dear Parents & Guardians,

Welcome to the 2017-2018 School Year!

The Union City Area School District's Food Service Department plays a vital role in your child's school day. We are here to ensure all children have access to a healthy breakfast and lunch meal. The Food Service Department also assists with the Student Wellness Policy. The Student Wellness Policy has been created to teach and advocate for your child to develop healthy eating and physical activity habits that will promote a positive lifelong approach to their wellness. (The Student Wellness Policy can be viewed at www.ucasd.org.)

The Food Service Department utilizes a computerized Point of Sale payment system for all school meals and snacks purchased in the District's cafeterias. Every student in the District has their own personal cafeteria account based on their current student PowerSchool ID number. All students access their accounts on keypads located at every POS terminal. When a student is ready to select/pay for their purchases, he or she enters his or her ID number on a keypad and presses the "enter" key. The student's account appears on the cashier's computer screen. It is strongly recommended that all students remember their numbers, as this makes the serving lines move faster. Please talk to your child about the importance of keeping this number confidential. **DO NOT SHARE** this number with anyone.

We encourage parents to deposit money into their child's account. When depositing money into your child's account, please place it in an envelope along with the payment slip provided in the school offices or on the school website, making sure to complete all the information on the payment slip. Please write, "Cafeteria" on the outside of the envelope. If you have more than one child in the same school building/district, you may write one check for all of the children. Please note on the payment slip each child's name and how you would like us to divide up the check. To maximize the efficiency of this system, students making a deposit into their account should do so first thing in the morning, before reporting to homeroom or their first period class. Parents also have the option of depositing money into their child's account online at www.schoolcafe.com. This online service also allows you to view account history of purchases made by your child. Any positive balances remaining in your child's account at the end of the school year will be carried over to the next school year.

There is a SchoolCafe link with instructions on setting up an account and making online payments on the UCASD homepage.

At any time, you may contact the Elementary Cafeteria Manager, Lisa Hancock at x3429 or the Food Service Clerk, Sarah Van Tassel at x5408 for a copy of your child's transactions. Account histories are available anytime on our online site at www.schoolcafe.com.

If your child has a food allergy or you would like to put a restriction on your child's account please complete the "Account Flag" form found on the District website and submit the form to the Food Service office at the MS/HS. I will approve and flag the account accordingly. The form will be kept on file and the restriction or substitutions will stay in effect until you contact us in writing to remove them. If you have any questions or need more information please contact me at, [814-438-7673x5466](tel:814-438-7673x5466). We appreciate your continued support of the Union City Area School District Food Service Program.

Sincerely,

Krista Byler, Food Service Director
Union City Area School District
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