

# LUMBERTON TOWNSHIP SCHOOL DISTRICT

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Dear Lumberton Parents and Guardians:

Has your child eaten today? The Lumberton Township School District is continuing to offer students a hot breakfast option. Breakfast is offered at all three of our district schools, **including twice-a-week hot breakfast** options such as pancakes, waffles or baked French toast sticks on Tuesdays and Thursdays.

Students who participate in the Lumberton Breakfast Program will be offered at least four food items each day and are required to take at least three food groups. The required food groups for the breakfast program include fruit and/or vegetables, milk (fat-free chocolate or 1 percent white milk), and whole grain. Juice may be offered and is considered a serving of fruit. Students are given ample time to eat their breakfast in the morning when they arrive at school.

Encouraging your child to eat breakfast at school ensures that they are starting the day with the fuel they need in order to learn. Studies show that test scores go up and behavior problems go down when children eat a nutritious breakfast. What's more, Lumberton's breakfast is an affordable \$1.75 for a regular-priced breakfast and \$0.30 cents for a subsidized reduced-price breakfast (dependent on family income and subject to district approval). Students who are eligible for free lunches also automatically qualify for free breakfasts. All information on students' qualifying lunch category is kept strictly confidential. Please apply online at [www.schoolcafe.com](http://www.schoolcafe.com). Paper applications are also available in the main office of each school or can be found by visiting [www.lumberton.k12.nj.us](http://www.lumberton.k12.nj.us). >Parents>Forms for Parents>Free and Reduced Meals Form 19-20.

Students may purchase breakfast in the cafeteria any morning they wish. Parents should log into [www.schoolcafe.com](http://www.schoolcafe.com) to place money and permissions on their children's meal accounts prior to the start of school. **Students who have no restrictions on their accounts are able to order any food item, including unlimited snacks.** If you do not remember your child's student ID number, or you are new to the district, you may log into Genesis to locate it: <https://www.lumberton.k12.nj.us/genesis-parent-access/>

Consider allowing your child to eat a nutritionally-balanced breakfast at school! Any food service questions should be directed to Leah Koveloski, Sodexo's Food Services Coordinator in Lumberton at [lkoveloski@lumberton.k12.nj.us](mailto:lkoveloski@lumberton.k12.nj.us) or 702-5555 x3912. Thank you.

Sincerely,

Mark Leung  
Business Administrator/Board Secretary

# LUMBERTON TOWNSHIP SCHOOL DISTRICT

## CAFETERIA SERVICES

32 Dimsdale Drive

Lumberton, NJ 08048

Phone (609) 702-5555 ext.3912

**Leah Koveloski, Food Service Director**

The Lumberton schools' cafeteria uses a computerized debit system that tracks breakfast and lunch purchases and allows the option to pay in advance for meals and/or a la carte foods (yogurt, milk, ice cream, cookies, etc). Students enter a personal identification number (PIN) to access their account. **Students' PIN numbers are the last five digits of their Student Identification number**, located on their Student ID card and/or class schedule. All students purchasing food in the cafeteria MUST input a PIN number. Money is deducted only when students use their account; the system knows the type of meal and deducts the money accordingly.

To prevent fraudulent system use, the account user's digital photo appears on the cashier's monitor each time the account is accessed. Only the student whose image matches the photo may use that account.

### Advanced Payment Options

#### **Option #1: Cash on Account**

Depositing funds (\$10, \$20, \$50) into a cash debit account allows a student to purchase breakfast, lunch and/or snacks in the cafeteria with no limitations: the account balance decreases with each purchase.

#### **Option #2: Prepaid Meals Only**

Monies put on account can be designated for student breakfast and/or lunch only – students would pay cash for snacks. Any number of meals may be purchased: multiply the number of meals by the cost of each.

#### **Option #3: Prepaid Meals AND Cash on Account**

Purchasing prepaid meals and putting "cash on account" allows students to purchase breakfast, lunch and snacks. The system places no limitations on snacks. Therefore, when making a payment, state clearly how much money is for prepaid meals and how much is for "cash on account".

### Advanced Payment Methods

#### **Method #1: Pay Online with a Credit Card**

Use a credit card to deposit money into a student account, or view a student's last 30 days of activity, at [www.schoolcafe.com](http://www.schoolcafe.com). Online payment may only be used with "cash on account". There is a \$2.25 surcharge (charged to the user's credit card) to use the online deposit system; there is no charge to view participation reports and account balances. Use the Cafeteria Advanced Payment Form with each prepayment and send in to school with your child or email to [lkoveloski@lumberton.k12.nj.us](mailto:lkoveloski@lumberton.k12.nj.us).

#### **Method #2: Pay Online with an E-Check**

Parent designates a monetary amount that is automatically withdrawn from a bank account to replenish funds directly into a student's lunch account. This is automatically done when a child's lunch account falls below the parent's designated minimum. Each transaction will also deduct a \$2.25 fee from the bank account. Register/set up payments via [www.schoolcafe.com](http://www.schoolcafe.com); use the Cafeteria Advanced Payment Form with each prepayment and send in to school with your child.

#### **Method #3: Pay at School with Prepaid Envelopes**

Available at cashier stands for check prepayment. Use the Cafeteria Advanced Payment Form to send in with each deposit throughout the year. Make check payable to *Lumberton Township Cafeteria*. Cash is accepted but not recommended. When account balances reach a negative status the system can notify parents via e-mail, if they provide an e-mail address.

## **Accounts and Cafeteria Services**

### **Payment Stipulations for Checks and Cash**

Parents may not send one check for children in different schools; they must send a separate check to each school their children attend. Sodexo does not recommend sending children in with cash; it can get easily misplaced or lost. However, if a parent or guardian gives a child cash, the parent is asked to please label the container holding the child's lunch money with the child's full name and fund disbursement preferences. It is impossible to track missing cash if there is no identifier on the carrier.

### **Negative Balance Notification**

Negative balance notices are sent out once a week, every Thursday. Parents or guardians who provide an up-to-date e-mail address will receive a negative balance notification as soon as it is sent out. Parents or guardians who do not provide an e-mail address will receive a hard copy of their negative balance notification, which could take several days to receive, from printer to student. The cafeteria system is not part of the school's student information system; therefore, it is imperative that parents fill out the e-mail portion of the Cafeteria Advanced Payment form to assure they are in the system in the cafeteria.

### **Account Blocks (Prevention of Food Purchases)**

Parents and guardians can put "blocks" on their children's accounts, in order to block the purchase of certain food items such as snacks. In order to do so, provide a small description on Cafeteria Advanced Payment form, such as "Snacks on Friday only", "No snacks allowed", "Snacks with cash only", etc. or email [lkoveloski@lumberton.k12.nj.us](mailto:lkoveloski@lumberton.k12.nj.us).

### **Lunch Charging**

"Charging" is a term used in the cafeteria to refer to a child who requests lunch, but whose account has a negative balance. Lunch charging has nothing to do with a parent's credit card transactions or credit limit. Students are permitted to charge breakfast and lunch only. It is the expectation that payment will be made the next day or shortly thereafter. The purchase of snacks and a la carte items requires cash on the account. That being said, it is most beneficial to students for parents or guardians to keep lunch accounts up-to-date. If there is a financial burden or special circumstances affecting your child's account, please contact Leah Koveloski at 609-702-5555 ext3912.

### **Updating Contact Information**

Any changes in contact information, such as email address or mobile phone numbers, must be updated via [www.schoolcafe.com](http://www.schoolcafe.com) or by emailing Leah Koveloski at [lkoveloski@lumberton.k12.nj.us](mailto:lkoveloski@lumberton.k12.nj.us).

# Cafeteria Advanced Payment Form

## Student deposit form to be used with advanced cash/check payment

USE FOR EVERY ADVANCED CASH/CHECK AND ONLINE PAYMENT

*Any unused account funds at the end of the year will roll forward the following school year to the student's meal account*

Student Name \_\_\_\_\_ PIN# \_\_\_\_\_ Grade \_\_\_\_\_

School: (circle one)    FLW                    BRS                    LMS

Parent or Guardian Name \_\_\_\_\_

Cash Amount \$ \_\_\_\_\_ **OR** Check Amount \$ \_\_\_\_\_ Check # \_\_\_\_\_ **OR** Online Payment \$ \_\_\_\_\_  
(Make check payable to: *Lumberton Township Cafeteria*)

*Provide e-mail address to receive low account balance notifications*

E-mail address (print) \_\_\_\_\_

### CHOOSE CASH/CHECK/ONLINE PAYMENT OPTION:

*System default is "Cash on Account," which gives NO LIMITATIONS on food purchases*

**OPTION #1 – CASH ON ACCOUNT** (*no limitations on any foods*)

Cash on Account Debit Amount: \_\_\_\_\_

**OPTION #2 – PREPAID MEALS ONLY** (*breakfast and lunch purchase only*)

A. Prepaid Breakfast Debit Amount: \_\_\_\_\_ (number of meals \_\_\_\_\_ x b'fast cost \_\_\_\_\_)

B. Prepaid Lunch Debit Amount: \_\_\_\_\_ (number of meals \_\_\_\_\_ x lunch cost \_\_\_\_\_)

**OPTION #3 – CASH ON ACCOUNT AND PREPAID MEALS** (*meals w/ limits specified and snacks*)

(a) Prepaid Meal Debit Amount: \_\_\_\_\_ (number of meals \_\_\_\_\_ x meal cost \_\_\_\_\_),

**plus** (b) Cash on Account Debit Amount: \_\_\_\_\_ = (c) Cash/Check Debit Amount: \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_