

Olympia Food Service Department

Olympia School District #16



Dear Parents/Guardians and Students,

Welcome to the Olympia Food Service Department! The Food and Nutrition Services Department is committed to providing a variety of foods that taste great and provide the proper nutrition needed for the growth and development of the children in our community. On average, our program serves 1,800 lunches daily and the staff strives to provide a variety of tasty and appealing foods.

The application for free and reduce meals may be found on the Olympia Website. These applications can be completed online and submitted to the Olympia District.

The Olympia Food Service Department uses computerized prepayment lunch systems at all of the Olympia Schools. **The food service accounts are family accounts.** All students within a family attending Olympia Schools will be part of the same account. One check may be deposited for all of the children into the same account. Separating individual students into their own account may be accomplished by contacting Mary Idleman, Food Service Director at (309)379-2854.

The Elementary School students will access their personal food service account by the use of an established bar code. The Middle and High School students will access their accounts by the use of a partial finger scan. Either system will prevent the overt identification of students qualifying for free or reduce meals. These students are indistinguishable from pre-paid and full-price students. When a student has gone through the lunch line and is ready to check out, the cafeteria manager will scan the bar code or ask the student to place his or her finger on the scanner. This will then activate the student's food service account. The computer screen will display the student's name, parent's name(s), class, and any alerts and/or messages regarding special dietary information. The cashier will then proceed with the check out.

Depositing money into the student food service accounts is simple! Deposits must be placed in an envelope labeled with the STUDENT'S NAME, AMOUNT DEPOSITED and PARENT'S NAME(S). These envelopes may be given to the school secretary at the beginning of the school day. The Middle and High School students may give their money to the cashier, either at breakfast, lunch or at the end of the school day. Money may be applied to lunch accounts weekly, monthly or for the whole year. The amount of the deposit is entirely up to you, the parent(s). *If the check is to be divided into more than one account, it is necessary to write on the deposit envelope the names of the students and the amount to be deposited into each account.* You may use a credit card to add money to the lunch account. This service is found on the Olympia School District #16 Web Page under the "Family Access" icon. There you will find a link for making a deposit on your food service account.

When a student's account gets low, the cashier will remind him or her to bring money. You can check the balance of the accounts online. Money left in the student's account at the end of the school year will be carried over to the next school year.

COMMON QUESTIONS/CONCERNS:

What will stop the student from purchasing more than the parent(s) allow?

If this is a problem with your child, simply notify us, in writing, what the limitations are and it will be programmed into the system. For example, you may only want your child to eat a full meal and not be able to purchase any ala carte items. Information will be placed in the system and we will comply with your wishes

What if I forget to give my child money for this system?

The cafeteria will allow your child to charge a lunch. We will remind the student to bring money for the following day.

I have students at the High School as well as at one of the Olympia Elementary Schools. Will the money I deposit in my elementary student's account show up in the account for my high school student?

The system is set up for family accounts. All students in your family at South, North, West, OHS or OMS will share the funds in the account. We are able to separate one student's account from his or her siblings if it is necessary.

We are pleased to bring this convenient service to Olympia families. Please remember there may be some inconveniences and/or problems in the beginning. We will work through any issues to have a system that benefits everyone. If you should have any questions regarding the new food service system, please feel free to call or email me.

Thank you!

Sincerely,

Mary Idleman, Director of Food Services
(309)379-2854
www.mary.idleman@olympia.org