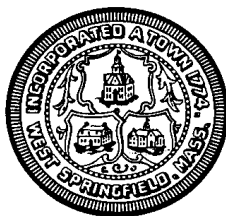


WEST SPRINGFIELD PUBLIC SCHOOLS
West Springfield, Massachusetts 01089-2777

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Dear Parent or Guardian,

As the start of the school year arrives, we would like to provide information to you on how our school meal programs operate. Menu planning will entail a responsible effort to follow the Dietary Guidelines for Americans. We will be operating under the current meal pattern system of the National School Lunch Program. All reimbursable meals must be comprised of five components, with minimum portion sizes established according to age and grades. The school lunch is intended to provide one third of the daily nutritional requirements of school age children.

USDA regulations call for the identification of the type of meal served (Paid, Free, or Reduced) at the point of service. At the Elementary Schools we are presently using a computerized point of sale system to identify students. Each student has an assigned a unique pin number which allows the cashier to determine if the student is free, reduced or paid.

If your child is a paying student you have two options for making prepayments. We encourage parents to pay online at www.paypams.com or send in all prepaid monies to school on Monday for that week. All prepayments sent to school should be in an envelope with your child's name, date, grade and the amount you are paying. At the High School and Middle School Students use their unique pin numbers at the point of service by entering it in at the terminal. Parents at the High School and Middle School are encouraged to pay online too, or you may send in larger amounts of money to have your child deposit it to their account at school. There is a \$1.95 fee per transaction when making a payment online which will be credited with a school lunch credit if you deposit \$50.00 or more per transaction. If you choose to deposit \$100.00 or more per transaction you will receive 2 lunch credits. Instructions on how to register your child online are attached. The online service is not just for making payments you may use the service to track your child's purchase history in all schools. With the addition off the online payment system we hope to speed up service by offering parents the ability to apply monies online. The more Parents take advantage of prepaying in to their child's account the faster the service will be during lunch allowing students more time to enjoy their meals. Please remember that all West Springfield Students still have the option of purchasing a meal any day by presenting their money to the cashier at the point of service.

All students approved for a free or reduced- price meal in June 2008, and their newly enrolled siblings are assumed to be approved for the new school year until September 30, 2008. As of October 1, 2008 a **NEW PROPERLY APPROVED APPLICATION** for free and reduced priced meals must be on file for each child or the benefits will be terminated.

The High School and Middle School cafeterias **DO NOT** maintain any charges for school lunch or milk. The Elementary Schools however have a charge system for dealing with students who forget or lose their money. It is expected that any charges will be paid back to the cafeteria the following day either buy paying online or sending the money to school. Any student owing more than 10 school lunch charges will receive an alternate meal until the charges are paid. The alternate meal will consist of a sandwich and white milk. The cafeteria will never deny a student a meal based on how much they owe. But please remember it is important to keep your child's account in good standing throughout the school year. As always, thank you for your continued support.

Sincerely,

Dario F. Nardi
Director of Food Services