



Dear Parents/Guardians:

PrimeroEdge is a computerized point of sale system throughout the West Jefferson School District. PrimeroEdge will allow you to manage our business faster and better, and eliminate your child's need to bring money with them to school in order to purchase food.

The PrimeroEdge system will be in use in the cafeteria, and will be activated by using a Personal Identification Number (PIN). With this system, each student will now have an "account" with the cafeteria. This is a debit account, whereby money can be deposited in the account, and the student can purchase food items using the money in the account. If there is money in the account, the purchases are deducted. If there is no money in the account, the computer will ask for the price of the purchase. The system is not set up to extend "credit". For those students eligible for free lunches, the computer acts as if the student has meal credits in the account. Free & reduced students will be required to pay for any a la Carte items they select. The cashiers will let the students know when their account balances are getting low. The account can be used to purchase any food item in the cafeteria- full meals or a la Carte items. Money in this account can only be used for cafeteria purchases.

You can monitor your child's account through www.SchoolCafe.com. This user friendly website links with PrimeroEdge and give you the ability to see what is being purchased. You can also make deposits into your child's account through SchoolCafe. You also have the ability to auto replenish your child's account and set email reminders. You can make restrictions, if needed, as well.

We see several benefits to this system. First, parents can prepay for their child's lunches-on a weekly, monthly, or yearly, basis- which will eliminate the problem if a student forgets to bring lunch money. Since each student uses their assigned PIN, free & reduced lunch students cannot be distinguished from paid students. Additionally, we expect cashier lines to move faster, since less cash will be handled and rosters & tickets will be eliminated. Students must know their PIN number in order to receive a meal. To protect your account do not publicize your PIN.

Beginning **the first day of school**, parents who want to take advantage of this account system can do so by sending a check for the amount they want to put into their child's account to school with their child. Checks can be made out to **WJHSD Cafeteria Fund**, and given to their teacher the **first** day of any school week. Cashiers will also accept prepayments on other days, but staff is scheduled additional hours for this purpose only on the first school day of every week. **Please be sure to include your child's PIN number on the check.** Cash will also be accepted, but checks are preferred. Like the current system, the teachers will give the payments to the cafeteria staff that will enter the amount into the student's account. Parents are not required to use this system, but we think you will find this a convenient way for your child to use the cafeteria.

PrimeroEdge is already in place at all of the West Jefferson Hills School District's schools and doing well. Questions should be directed to the Food Service Director, John Rambo, at 412-655-8610 ext. 96270.