

Greensburg Central Catholic Cafeteria Policies and Procedures

With today's hectic lifestyles, The Nutrition Group has services available to make your life easier to monitor and track your child's cafeteria account.

Service Used– LunchTime Cafeteria Software

- Free registration and 24/7 access online at www.schoolpaymentportal.com (you will need your student's name and pin# to register)
- Check account balance and purchase history – Free (Do Not Use PowerSchool for cafeteria balance)
- Set-up email reminders for low balances – Free
- Make payments to your account - (small fee applies)

Cafeteria/Food Service Procedures

- Students may make purchases
 - Before the first bell in the morning.
 - During their lunch period.
 - During class, with teacher's permission, when there is not a lunch that period.
 - Students in classes ARE NOT permitted to make purchases during lunch periods.
 - There will be NO sales during class changes.
 - Breakfast will not be available on Mass days.
- As you go through the line make your selections:
 - Breakfast – à la carte
 - Lunch - One entree, two different sides and one drink counts as a complete meal.
 - ◆ Side Choices: Hot/cold vegetable, Fresh/canned fruit
 - ◆ Drink Choices: TNG bottled water, Turner's Drink
- After you have made your meal selections, when you reach the cashier.
 1. State your pin#.
 2. State your first and last name.
 3. Ask for any à la carte items desired.

Cashless Register

- No money will be accepted at the register. Deposits can be made:
 - Online – www.schoolpaymentportal.com
 - Dropbox – Located in Cafeteria. Deposits will be collected and entered at the end of each serving day. Please make checks payable to "The Nutrition Group." Place payment in a sealed envelope clearly marked with your students name and grade. You may write one check for multiple account deposits if you list the amount to be deposited next to each name/grade.
- To ensure your student has money on their account for the 1st day of school, please submit a deposit online or to the school office 2 days prior to 1st day of school.

Charge Policy

- Students can only charge a regular meal.
- Students must have money on their account to purchase ala carte items. Ala carte items can NOT be charged.
- If a student's account exceeds \$-25, the school office will be notified. Restrictions and limitations, to participate in, certain school and extracurricular activities including, but not limited to: field trips, dances, prom, sports, clubs etc... may be placed on your student until the account is brought current or a payment plan is in place.
- Transcripts, report cards, and diplomas will not be released unless there is a \$0 Cafeteria balance.

Charge Notices and Reminders - Student, Parent, and School communication

- Parent Tools Available: At no cost, parents can go on-line at www.schoolpaymentportal.com to check on their child's cafeteria account. Parents can set up e-mail alerts. These services are available 24/7.
- Reminder emails will be sent weekly when an account has reached a negative status.
 - Please make sure you have an updated/correct email address provided to the school office to ensure you receive all communications from the cafeteria.
- The school office will receive a weekly list of accounts greater than \$-25.

If you have any questions, please contact:

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