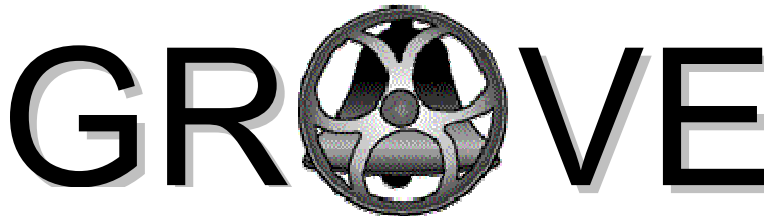


**John Lutes
Principal**



**Phone
(309) 452-1136
Fax
(309) 862-3072**

**Elementary School
1101 North Airport Road – Normal, Illinois 61761**

December 12, 2008

Dear Parent or Guardian:

We are pleased to announce a new computerized point of sale system for our lunch program at Grove Elementary School. We will begin using the new system on Tuesday, January 20, 2009.

Following are key points to remember regarding our new system:

1. Students will be given an identification card listing their name and a bar code. The cards will be collected when students receive a lunch or milk. After lunch the cards will be scanned into a computer that will deduct the price of a lunch or milk from the student's account. Cards will then be returned to the classroom teacher for safekeeping.
2. Each family will have a food service account. If you have children in junior high or high school, all family member's purchases will be deducted from the same account. Deposits are made to one family account and the price of each child's lunch is subtracted from that account. If you would like separate accounts for your children, please call the Food Service Office at 862-5063 or 888-6981. You may begin building your account on January 6, 2009.
3. Elementary School lunches are \$1.60 per day or \$40 for those who qualify for reduced meals. Milk money (\$.40) will no longer be collected in the lunchroom. Students may bring money for milk and lunch to the Grove office for deposit into the family account beginning January 6, 2009. Checks should be made payable to McLean County Unit 5 Food Service. Please send deposits for lunch or milk in an envelope using your child's legal name, head of household's full name and amount to deposit into the family account. If you have children attending junior high or high school, please send deposits to that building if it needs to be deposited before lunch. We recommend that you establish an account that will take care of lunch for an extended period of time. Lunch tickets that have been purchased may also be turned into the Grove office for credit.
4. Parents may view their account or make payments (instructions are readily available online) using their credit card or debit card with a Visa or MasterCard logo, through Skyward Family Access from the McLean County webpage at www.unit5.org. Your head of household's username will give you access to view payments and purchases as well as enter payments online. A confirmation e-mail will be sent when credit card payments are made. If you need a username and password, please contact our office. There is a \$1.00 user fee added when using a credit card.
5. The amount you send to school or apply to your account online using a credit card should only be for your food service account. No change will be given. Parents will be called if a negative balance exists in the account. If there is money left in the account at the end of the school year, the balance will be rolled over to the family account for the next school year. Families leaving the district should send a letter to food service requesting payment for the remaining balance.

We hope this new system will provide better service and be more convenient for you and your family. Thank you.

Sincerely,

John Lutes/Principal

Pat Powers, M.S., R.D.
Food Service Director