



WESTWOOD PUBLIC SCHOOLS
220 Nahatan Street Westwood, MA 02090

Dear Parents/Guardians:

The Westwood Public Schools Food Service Department is excited to provide parents with a convenient, easy and secure online service to monitor your child's school meal account. All students are required to be registered at www.myschoolbucks.com which allows you access to monitor your child's account at any time where you can view your child's account balance and activity for the past 90 days. At this time, please set up the low balance email alert allowing enough time for your payment to be processed. Registration for this program is free. Parent Support Line for myschoolbucks is 855-832-5226 if you have questions.

You also have the option of paying online for a small convenience fee of \$1.95 per deposit transaction. Parents may place money into multiple accounts at the same time by setting up a family account and will only be assessed the \$1.95 fee per deposit transaction. Maximum deposit per student is \$120. If you wish to put more than this amount on an account, make a check out to WPS/FSD and send directly to WPS/FSD, 220 Nahatan Street, Westwood, MA 02090. You can also drop it in the green Drop Box in front of District Administration at the same address.

THINGS TO KNOW...

- ❖ **TO REGISTER** you will need student ID number. High School and Middle School students need to know their ID numbers in case they lose or misplace their cards. Elementary students are not required to remember their ID numbers. There is a \$5 charge for a replacement card.
- ❖ **NEW POLICY:** The Westwood School Committee approved a Food Service Collection Policy regarding an account cap which is the maximum negative balance amount a student will be allowed to carry. The caps are as follows:
 - Elementary School account cap: 20 meals @ \$2.75 = \$55.00
 - Middle School account cap: 20 meals @ \$3.00 = \$60.00
 - High School account cap: 5 meals @ \$3.25 = \$16.25If the account cap is reached, the student will receive a designated menu alternate lunch which will be charged to their account. ***All accounts must be settled at the end of the school year or any time a student leaves the district.***
- ❖ Free and Reduced applications are located on the WPS website or you may call the Food Service Department at 781-326-7500, Ext. 1301. All calls are confidential. Applications will also be sent home at the beginning of the school year. Applications can be filled out at any time during the year. Please allow three days for processing. If approved for free or reduced lunch, eligibility will start immediately and we will send you a letter indicating the start date. **Parents/Guardians are responsible for any balance incurred prior to approval. A la carte items, second meals and extra slice of pizza are not included in a reimbursable meal.**

ADDITIONAL INFORMATION...

Please go to the Westwood Public Schools homepage. There you will find our mission statement, school lunch menus, allergy information, FAQs, the current Free and Reduced application and the Food Service Collection Policy.