

**\*\*IMPORTANT NOTICE FROM CULINARY EXPRESS\*\***

Effective **Wednesday, May 14, 2014**, students must have money in their account in order to purchase a lunch or ala-carte items. Parents are still able to deposit funds into their student's lunch account through June 6.

The cost of a Full-Price Lunch is \$2.50 for Elementary Schools and \$2.85 for Secondary Schools. A Reduced-Price lunch is \$.40.

**How do you check a student's balance?** There are 4 ways to do this:

- ❖ If you are set up with PayPams.com, your child's balance is updated every evening on the site. You can set up low balance reminders to be emailed to you as well as check balances on the site.
- ❖ At the elementary schools, watch for a red "smiley face" stamp on your child's hand. This is usually done when s/he has 4 meals or approximately \$10.00 left in her/his account.
- ❖ Your child may ask the cashier for the balance.
- ❖ Call the manager at the site and ask what your child's balance is. **Please do not call during lunchtime; they are busy serving lunch.** If you call in the evening, leave a voice mail with your return phone number.

If you leave funds in your student's lunch account over the summer, it will be available in the fall when school opens.

Thank you for your cooperation as we finish out this school year.

**Culinary Express Information for the End of the Year – 2014**

**1. Balances –**

- ❖ Balances stay in the student's accounts over the summer break, whether the balance is negative or positive.
- ❖ If a student moves to a new building, the balance will automatically transfer.

**2. Refunds for graduating seniors or those moving out of the district:**

Seniors' balances left after graduation will be transferred to the next sibling's account, unless Culinary Express is notified not to transfer the funds. Please email [Kathleen.kopecky@wayzata.k12.mn.us](mailto:Kathleen.kopecky@wayzata.k12.mn.us) by May 28, 2014, to do this.

- ❖ Balances may also be transferred to the district “Angel” fund for students in need. You may send an email to [Kathleen.Kopecky@wayzata.k12.mn.us](mailto:Kathleen.Kopecky@wayzata.k12.mn.us).
- ❖ Refunds of over \$5 may be requested via email at [WPSrefunds@isd284.com](mailto:WPSrefunds@isd284.com) or by letter to:  
     Culinary Express  
     17305 19<sup>th</sup> Avenue N.  
     Plymouth, MN 55447

Please include your student’s name, Student ID number, refund amount, and mailing address in all correspondence. Refunds will be processed throughout the summer.

### **3. Helpful Information for parents of students transferring to a Middle School or the High School:**

- ❖ Make sure the students have enough money in their accounts for the first two weeks of school.
- ❖ The Culinary Express staff tries to let students know when their balance is getting low -- \$10.00 or less. The lines move very quickly, and it is not always possible to give the information to the students.
- ❖ Menus are posted on School Web Pages for each of the schools as well as the district web page - [www.wayzata.k12.mn.us/culinaryexpress](http://www.wayzata.k12.mn.us/culinaryexpress).
- ❖ We suggest that your student ask the cashier on a regular basis what her/his current balance is.
- ❖ Balances will transfer over the summer to a student’s new school.

### **PayPAMS Information – Summer 2014**

- ❖ Balances will be updated for the summer on the last day of school – June 6<sup>th</sup>. You will not be able to make payments on the PayPams system from June 7<sup>th</sup> - August 1<sup>st</sup>. However, accounts may be accessed during this time to verify balance information, etc.
  - If your student is transferring to a new building, the PayPams account will be updated with the new school information. If you check your PayPams account, the balance may show zero during the transition time.
- ❖ PayPams does not process refunds. If a refund of a student balance is needed, please send an email to [WPSrefunds@isd284.com](mailto:WPSrefunds@isd284.com). If you wish to donate a balance to the district “Angel” fund, please email [Kathleen.Kopecky@wayzata.k12.mn.us](mailto:Kathleen.Kopecky@wayzata.k12.mn.us). Please

include the name of the student, student ID, amount and mailing address in all correspondence.

- ❖ PayPams suggests that all system users log into their account during the summer to verify the following information:
  - For All users: verify current low balance reminder email and credit card information.
  - Discover or Mastercard users: verify automatic payment limits
- ❖ Email reminders are turned off for the summer.
- ❖ If you have an account set up on PayPams and cannot remember your password – please contact PayPams. There is a link on the home page of PayPams to send you a reminder. <https://paypams.com/> **DO NOT SET UP A NEW ACCOUNT**

**Thank you for a great year!!**