



# Upper Dauphin Area School District

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## Cafeteria Point of Sales System

The following outlines the details of the cafeteria payment system:

- Before school starts and then periodically throughout the year, deposits can be made into your student's cafeteria account weekly, bi-weekly, monthly, etc.
- Envelopes for deposits are available in the cafeteria and in each building's main office. When students bring deposits to school they should be dropped off in the red lock boxes located in each building's main office before 9:30 am to be included for the daily deposit.
- Money will not be collected in the lunch line, which helps us to serve students more quickly and efficiently.
- To make online payments via credit card please visit [www.myschoolbucks.com](http://www.myschoolbucks.com) and register for an account. You can also use this website to set up low balance reminders and view your student's transaction history. For help please see the FAQ section located on the left hand side of the website or contact the Food Service Director.
- To pay for lunch, students use their school ID number as a PIN for their cafeteria account. Once they have selected their meal they enter the PIN onto a pin pad that communicates to the computer system and the account is deducted the price of breakfast, lunch, or additional ala carte items.
- Students may only purchase extra items if they have enough money in their account to cover the items. Parents may restrict extra items or limit the amount a student may spend by calling the Food Service Director.
- The computer system will also alert staff to any specific dietary restrictions. Please note that if your student has a food allergy or any restrictions to their diet that require their meal be prepared separately from all other food production then a medical statement form must be filled out every year. Please contact the Food Service Director to receive a form.
- The computer system guarantees security and student privacy. Only you and your student will know how much money is in the account and how much is spent for meals. This feature is especially important for those students that take advantage of the free and reduced pricing for breakfast and lunch.
- We are no longer allowed to send low balance envelopes home with students, the District is only allowed to communicate a student's lunch account balance with the parent or guardian. We encourage you to monitor your child's lunch account balance with [www.myschoolbucks.com](http://www.myschoolbucks.com).
- When a student's lunch account balance dips below -\$10.00 a letter will be sent home to parents until the lunch balance is brought back up to good standing. Phone calls will be made to parents when lunch account balances get below -\$20.00. Make sure that you talk with your student(s) about what they are getting at lunch to make sure their account will have enough money to cover extra items.
- Families that qualify for free and reduced pricing but miss the 30 day deadline for the year to resubmit information will be responsible for all breakfast and lunch charges incurred at the full paid rate until the application is received and approved.
- If you should ever have questions about your student's account, please contact the Food Service Director at 717-362-6682 or [nutritiongroup@udasd.org](mailto:nutritiongroup@udasd.org) for assistance.