



NOTRE DAME-BISHOP GIBBONS SCHOOL

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2600 Albany Street • Schenectady, NY 12304-1899 • (518) 393-3131 • Fax (518) 370-3817

October 5, 2009

Dear Parents and Guardians:

I am contacting you regarding improvements that will be introduced in the Food Service Program at ND-BG after the Columbus Day holiday.

In an effort to allow a greater level of convenience and improve the efficiency for parents and students in purchasing food items in the cafeteria, we will begin a pre-payment system.

Enclosed, you will find an informational letter that describes the new pre-payment system and a copy of the actual pre-paid lunch card.

This new card policy will go into effect on Tuesday, October 13, 2009. Students may purchase the card for \$25.00 or may continue to pay on a cash basis. The card allows for a pre-pay option and will allow for greater convenience for students and parents.

We are confident that the changes will improve the quality and efficiency of the program at ND-BG. Thank you and please contact me with any questions or concerns at 393-3131.

Sincerely,

Michael Sandore  
Principal



# Prestige Services, Inc.

Dear Parents,

We are pleased to start another year as the food service provider for your children at Notre Dame Bishop Gibbons School.

I am very happy to announce that we have a new Food Service Manager this year. Marc VanDeWalker has many years of experience in the food service industry and will utilize his cooking talents to provide a wide variety of breakfast and lunch options to your children that will include home-cooked entrees, grab and go sandwiches, wraps and fresh salads every day.

This year we are also making some changes in our prepayment system and charge policy that we think will benefit you as parents and your children as consumers. Many parents have requested that we make changes to these policies so that they can better monitor the purchases that their children are making in the cafeteria as well as changes that they might not be aware that their children are incurring.

- A Prepaid meal card will now be available for use beginning on October 13, 2009. Each card will cost 25.00 and may be purchased from Marc in the cafeteria.
- Every time a student makes a purchase in the cafeteria, he or she must present their card, and the exact amount of the purchase will be punched on the card and the card returned to the student.
- Parents can then check the prepayment cards daily to see how much their child is purchasing on any given day or week.
- When the balance on the card gets low or runs out, the parent can simply send in another 25.00 prepayment.
- Unfortunately, Prestige Services cannot be responsible for lost or stolen cards.
- Students can still make cash purchases for meals or snacks if parents do not wish to use the prepaid cards.
  
- Beginning on October 13, 2009 Prestige will not allow students to charge food "on account". Since the beginning of the school year, several parents have expressed concern that their children are charging without their knowledge. We will send home charge notices at the end of this week and next week so that students can pay off any balances that are owed. Beginning on October 13<sup>th</sup>, no further charges will be allowed except for the emergency situation described below.
- While most students charge snacks to supplement lunches brought from home, we understand that emergencies occasionally arise. We have set up an emergency fund with the school office so that if a student forgets their lunch on a given day they can see Mr. Sandore or Mr. Moran and they will authorize us to provide a meal to that student. He or she can then repay the charge in the office the next day.

We are confident that these changes will vastly improve the quality and efficiency of our program at NDBG. We welcome any suggestions that you or your children have that will enhance their food service experience.

If you have any questions, please feel free to contact Marc, our Food Service Manager at extension 124, or me directly.

Thank you,

Cindy Yonkers  
Division Manager, Prestige Services, Inc.  
518-877-7426

