



## TOMMY'S FOOD SERVICE

"GREAT FOOD FOR GREAT KIDS"

School of the Incarnation  
2601 Symphony Lane, Gambrills, MD 21054  
410.519.2285 Ext 2504, 410.519.2286 FAX  
Email: [lunch@schooloftheincarnation.org](mailto:lunch@schooloftheincarnation.org)

### TOMMY'S LUNCH 101

Dear Parents/Guardians,

Tommy's Food Service is truly blessed and thankful to be a part of the School of the Incarnation (SOTI) community. We strive to provide a variety of your child's favorite foods and healthy snacks, as well as a pleasant experience for you. We do not fry any foods, and prepare most items from scratch each morning using the highest quality products available. Many of our recipes have been in the family for years.

#### **School Lunch Accounts 101**

It is very important to remember that lunch accounts utilize a debit system – there is no credit. It is the responsibility of the parent/guardian to fund the account, monitor purchases online, and discuss purchasing habits with their child. We ask that you maintain a positive balance of \$20.00 in the account.

**Due to rising food cost, the combo lunch cost is \$5.00** it includes an entrée, milk or juice or bottled water. The average student spends about \$25/week when purchasing daily lunch and occasional snacks

#### **Funding the Lunch Account**

There are several ways to add money to your child's lunch account. We accept checks, cash in an envelope with your child's full name and online payments via PayPal. Just a friendly reminder that PayPal charges a fee of 2.9% + 30 cents will be deducted. Please make checks payable to **Tommy** in an envelope with your child's full name or lunch account number on the memo line for proper credit. \*\*There is a \$30 NSF (non-sufficient fund) fee assessed to the lunch account for each returned check. This covers our bank fees.

To send a payment via PayPal, you may go directly to [www.paypal.com](http://www.paypal.com) Our merchant name is [lunch@schooloftheincarnation.org](mailto:lunch@schooloftheincarnation.org) Always include your child's full name or lunch account number for proper credit. Just a friendly reminder that PayPal charges a fee of 2.9% + 30 cents will be deducted (by PayPal, not Tommy's) and the adjusted amount will be credited to your lunch account on the following business day.

#### **Negative Account Policy**

Students will be told verbally when they reach a \$0.00 balance, and email notice when the account reaches (-\$5.00). Email notices will be sent out weekly. Students with negative account will only be given the lunch of the day (no extras, e.g. cookies and no seconds). If the account continues to be in the negative, the student will only be served a cheese sandwich. Currently, we do not charge any fees if the account falls negative.



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Being told they have a zero or negative balance can be upsetting or embarrassing for some students, so please make sure they understand if there is no money in the account, they cannot purchase extras. We try to be flexible and gentle, always giving students a verbal warning when they are approaching the "No Snack Zone".

### **Monitoring Accounts Online**

Go to the [www.mymealmoney.com](http://www.mymealmoney.com) Select your school, enter the last name, and ID # in the respective fields. Instead of pressing the enter key on your keyboard, you'll need to manually click on the green GO button. You will see an overview of your child's account in the yellow box immediately below. Parenthesis around the amount (\$0.00) indicates a negative balance. Once you see your child's name and homeroom information, then you can click on the History button to the left to view account details and 30 days of history. Current day history is available after 3:00pm. \*The website is not supported on Internet Explorer 9 Beta.

### **Purchasing Habits**

Please consider this a great opportunity to discuss healthy eating habits with your child and begin teaching them about basic money management. These life skills truly begin at home.

We understand that students don't always respect their parent's instructions. If your child does not have your permission to use a lunch account, you must notify Tommy's in writing and bring the account to a zero balance before it will be closed. Otherwise, accounts remain open and available for use.

### **Questions?**

Please contact cafeteria staff with any questions, feedback, or suggestions you may have. Email is the best form of communication. We value your opinion and are always looking for ways to improve how we serve you and your child.

Regards,

**Tommy Savvides**  
*Food Service Director*  
**Gina Gill**  
*Cafeteria Manager*

Contact us at: [lunch@schooloftheincarnation.org](mailto:lunch@schooloftheincarnation.org) 410-519-2285 Ext: 2504