



RAMSEY
SCHOOL DISTRICT

*Achieving Excellence
One Student at a Time*

Announcing Café Food Item Exception Management

Dear Families,

In an effort to continue providing the best dining services possible and as a follow-up to our successful Farm Stand initiative, the Ramsey School District is making another improvement available to parents.

The District, in conjunction with Chartwells, our dining services provider, is pleased to announce we have implemented the ability for parents to manage food exclusions in their child's food services account via parent portal.

How it works:

Establish an on-line lunch payment account if you don't have one:

An on-line lunch account must be established via PaySchools Central to use this feature. This can be managed directly or from the **Online Payments** tab in the Parent Portal.

Adding a general message for the café:

From the Parent Portal, select the **Food Services** tab and select **Item Exceptions**. A brief, general message can be added in the POS Message box, such as "No Snacks" or "No Milk". This message will appear during check out.

Select specific item exclusions for your child:

From the Parent Portal, select the **Food Services** tab and select **Item Exceptions**. Select the checkboxes for the items you wish to **exclude** from purchase, noting the correct legend suffix for your school; as not all items on the list are available at every school. These exclusions will appear at check out. Items previously excluded can be removed at any time via the portal.

**Note: Snacks .25 is one category and includes chip bags, goldfish, fruit snacks. Excluding one excludes them all.*

- All parent updates are reviewed via a queue by the Director of Dining Services prior to being released and updated into the portal account.
- Parents can view purchase history and see the exceptions chosen in the portal. This information is synced by the end of the school day.
- This is NOT a food allergy management program. The purpose of this feature is to modify food choices. If your child has a food allergy, you must follow the proper protocols by contacting the school nurse and completing the necessary medical paperwork.