

Dear Parent/Guardian of Outgoing 6<sup>th</sup> Graders,

As the school year draws to a close, and your child is preparing to move on to Junior High School, the North Caldwell Partnership for Education and Pomptonian Food Service want to take this opportunity to wish you success and thank you for allowing us to serve you.

Please take a moment to check your child's lunch account to ensure that there are funds available for purchases you would like him/her to make and stop the auto replenish feature at this time. For your consideration, following is the procedure for handing open credits on the lunch account of graduating students.

#### At the conclusion of the last week of service:

- Any student with a younger sibling in the North Caldwell District will have the credit transferred to the next youngest sibling in the district. Those funds will be available for their siblings use in September.
- If there is no sibling to transfer funds to, a refund for any amount over \$10.00 may be requested and a refund check will be mailed to your home. Requests for refunds should be received no later than June 30<sup>th</sup>. Please send your requests to [comments@pomptonian.com](mailto:comments@pomptonian.com) and include your student's name, parent name, and preferred mailing address for the check. Once the balance is confirmed a check will be issued, allow 2 to 3 weeks.
- After June 30<sup>th</sup>, any remaining credit balance will be included in a check payable to West Essex Regional High School for deposit into your child's West Essex lunch account. This transaction will be completed prior to the start of school when the incoming students have been added to their system.

Thank you again for allowing us to serve you. Best wishes for a healthy and safe summer.