

ST. FRANCIS OF ASSISI CATHOLIC SCHOOL

MEAL CHARGE POLICY

I. PURPOSE/POLICY

The purpose of this policy is to establish consistent meal account procedures at St. Francis of Assisi Catholic School. There is a fine balance that needs to be attained between the solvency of the food service program and the nutritional needs of the students. The goals of this policy are:

- To ensure that all students have a healthy meal and that no child goes hungry
- To treat all students with dignity and confidentiality in the serving line regarding meal accounts
- To have positive and clear communication among staff, administrators, teachers, students and parent/guardian
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student
- To establish a consistent practice regarding charges and collection of charges

II. SCOPE OF RESPONSIBILITY

The Food Service Department:

- Responsible for maintaining charge records for lunches and milk
- Notifying school administration of outstanding balances
- Notifying students/parent/guardians of outstanding balances by School Messenger

School Administration:

- Assist Food Service Department with collection of outstanding balances by communicating with families when account balances reach a negative balance

The Parent/Guardian:

- Maintain a positive balance in your child's lunch account
- Sign up in Power School to receive low balance reminders
- Apply for meal subsidy (free and reduced form) to avoid outstanding balances
- Communicate with the Food Service Coordinator in the School Office to resolve any issues with your child's lunch account

III. POLICY & PROCEDURE

1. The maximum negative balance a student on paid or reduced lunches will be allowed to carry is -\$10.00.
2. All students must prepay for a la carte items.
3. Once the student's account reaches \$0, no a la carte items can be purchased.
4. When the account has reached the -\$10.00 limit, the PAID or REDUCED student will be given a designated menu alternate. Sample: string cheese, serving of fruit cup, and milk.
5. Student's accounts will be charged for the alternate meal to cover charges and the parent/guardian will be responsible for this charge.
6. The School, Parent/Guardian and Student will be informed of their negative balance until the account is brought back into good standing. This will be done by email, phone and or text by the Food Service Lunch Coordinator and by phone call from the School Principal.
7. In the middle of May, all charging and a la carte purchasing will be cut off:
 - a. Parents/guardians will be sent a written request for "Payment in Full"
 - b. All charges must be paid before the last day of school each year