

ST. CATHERINE OF SIENA CATHOLIC SCHOOL

MEAL CHARGE POLICY

I. PURPOSE/POLICY

The purpose of this policy is to establish consistent meal account procedures at St. Catherine of Siena 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 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 support 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
- Notifying school administration of outstanding balances
- Notifying students/parents/guardians of outstanding balances by e-mail.

School Administration:

- Assist Food Service Department with collection of outstanding balances by making phone calls when account balances exceed maximum negative balance.

The Parent/Guardian:

- Maintain a positive balance in your child's lunch account
- Apply for meal subsidy to avoid outstanding balances
- Contact the Food Service Department and the School to resolve any issues with your child's lunch account

III. POLICY & PROCEDURE

1. No student will be allowed to have a balance less than -\$15.00 on their account at any given time.
2. Once the child's account goes below \$10.00, the parent/guardian will receive an e-mail correspondence notifying them the student's account is running low and will be asked to add more funds to the account to avoid going into the negative.
3. Only Federally designated reimbursable meals can be charged to an account with funds amounts less than \$0.
4. Once the child's account reaches \$0, no a la cart, seconds or doubles will be served.
5. When the account has reached the -\$15.00 limit, the PAID or REDUCED student will be given a designated menu alternate. Sample: Packaged cheese & crackers, serving of fruit and milk.
6. A meal charge of \$1.50 will be made to the student's account to cover the cost of this alternate meal and the parent/guardian will be responsible for this charge as well.
7. 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 e-mail by the Food Service Director and by phone call from the School Principal.
8. In the middle of May, all charging 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.