

# ST. PETER THE APOSTLE CATHOLIC SCHOOL

## MEAL CHARGE POLICY

### I. PURPOSE/POLICY

The purpose of this policy is to establish consistent meal account procedures at St. Peter the Apostle 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 healthy hot lunches and making sure no child goes hungry during the school day.
- Responsible for providing information, collection, and certification of meal subsidy programs.
- Responsible for treating all students with dignity and confidentiality regarding meal accounts.
- Responsible for maintaining charge records.
- Notifying school administration of outstanding balances.
- Notifying students/parents/guardians of outstanding balances by e-mail.

School Administration:

- Assist the food service department with collection of outstanding balances by email 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. Once a child's account goes below \$5.00, the parent/guardian will receive an e-mail correspondence from the food service director notifying them of the low balance and will request more funds be added to the account.
2. If a student account does go negative, the school will inform the parent/guardian of the negative balance until the account is brought back into good standing. This will be done via e-mail by the food service director until the account goes below -\$10.00. If an account reaches -\$10.00, this will be done by email from the school principal.
3. No student will be allowed to have a balance less than -\$50.00 on their account at any given time. If for some reason an account does go under -\$50, the parent/guardian will be asked to supply a cold lunch for their child until the account has a positive balance over \$3.00.
4. Only federally designated reimbursable meals can be charged to an account with fund amounts less than \$0.00. This means no seconds and doubles will be served to children who have a negative lunch balance.
5. At the end of the school year:
  - a. Parents/guardians will be sent an email request for "Payment in Full."
  - b. All charges must be paid before the last day of school each year.
  - c. Graduating 8<sup>th</sup> graders must pay all charges before attending the graduation ceremony.
  - d. Any balance (negative or positive) left in an 8<sup>th</sup> grader or non-returning student account will be applied to a sibling account unless otherwise requested by the student's parent/guardian to the food service director.
  - e. Any balance left in an 8<sup>th</sup> grader or non-returning student account that does not have siblings will be paid back to the student's parent/guardian by check via the mail unless the parent/guardian chooses to donate the remaining balance to the St. Peter the Apostle Catholic School Lunch Program.