

Food Service Department Lunch Charge Procedure

Lunch Charge Procedure:

Elementary Schools: Elementary students are limited to three (3) charged lunches. The building principal will send a letter home with the student on the first day a meal is charged, or when the account balance is negative \$2.00. A second letter is sent home after the second charged meal, and another letter again after the third meal charge. (These letters will be sent home with the student on the day the meal is charged. A form letter will be provided by the Business Office for the principal to use.)

If a student account balance is negative more than \$4.00, a letter will be mailed to the parent from the Food Service Department, and the building principal will call the parent. If a student continually charges or runs an account in the negative, an application for free/reduced price meals will be sent home by the Food Service Department.

After three (3) lunches have been charged and the student account is negative, that student will NOT receive the published (menu) meal. The student will receive either a cheese sandwich with milk, or a fruit plate with milk for up to five (5) days. These meals are not reimbursable meals and will not be charged to the student's account. If payment is not made within that five-day period, each day, after the lunch count is taken, the student will have to call their parent from school and ask them to bring a lunch or lunch money.

Junior High School: Junior High students are not allowed to charge lunches. If a student does not have money on account for their lunch, they will be sent to the office to call and notify their parent. The student will receive a "token" to allow them to receive a lunch for that day only, and that "token" meal will be charged to the student's account.

If the account is not replenished the next day, the student will be served a cheese sandwich and milk or a fruit plate and milk until the account is replenished. (The alternate meals are not reimbursable and the student account will not be charged.)

High School: High school students are not allowed to charge meals.

Breakfast meals: District wide, breakfast meal charges are not allowed.

Breakfast meals have to be paid for either with cash or charged against a student account that has a positive balance.

Please check your child's balance on Nutrikids.com or call the food service office (762-1875) if you have any questions regarding account balances.