

## **CAFETERIA POLICIES AND PROCEDURES**

Did you know Food and Nutrition Services is an enterprise fund that does not receive General Fund support? As a result they must earn money through meal and snack sales in order to pay all operating expenses plus fees to the district just like any private business.

As a business, the school district has a charge system which has been adopted at all schools. Unpaid charges reduce revenue that affects the ability to pay food bills, employee salaries and many other expenses. Unpaid charges and the costs associated in collecting these charges result in higher meal prices for all students.

District meal charge system goals are:

- To treat all students with dignity and respect;
- To maintain a positive experience for your child during meal service;
- To establish practices that are age appropriate; and
- To promote parents' responsibility for meal payments and self-responsibility of the student.

Payment in advance for meals enables the district to achieve these goals.

### **I. Lunch Charge Policy**

#### **SMK**

After five lunches are charged and their accounts have a negative balance, students will not receive the published lunch. These students will receive a peanut butter sandwich and a carton of milk until their negative balance is paid in full. Students with an allergy to peanuts will receive a cheese sandwich.

Only three charged breakfasts will be allowed.

#### **Middle School**

Limit of two charged lunches, these students will receive the same peanut butter or cheese sandwich and a carton of milk. Students with a negative balance will not be allowed to purchase ala carte items. Things like extra pizza, milk or the use of the vending machine will not be allowed.

#### **High School**

Grade 7-8 will be limited to one charged lunch and then the same alternate meal listed above will be provided.

Grade 9-12 No charging will be allowed. The same alternate meal listed above will be provided.

## **II. Notification to Parents**

To notify parents having a negative balance, the following procedure will be in effect immediately. A free and reduced lunch form will accompany notification of the max lunch charged. Parents will have five (5) days to satisfy the balance, return a completed free or reduced lunch form if applicable or make other arrangements with the building principal.

Remember that you may have applied for free or reduced price meals and have a pending application but you must still pay for all school meals until you receive an Approval Letter. ***Please be aware that if your child is approved for free or reduced lunch no one other than the cafeteria staff will know this.*** The free or reduced lunch program offer many wonderful benefits to the school district.

## **III. Checks Returned for Non-Sufficient Funds**

When a check is returned to the Town Treasurer's Office for NSF, a letter will be sent to inform the parent(s) from the Treasurer. Payment for the NSF check must be in the form of cash, cashier's check, or money order. Payment must be received within ten (10) days of the date of the letter. If funds for the NSF check do not get cleared up within the (10) day's further prosecution will take place.

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