



## **MEAL CHARGE POLICY**

- We ask all families to pay for their children's lunches by either prepaying on your family lunch account, or by sending money in each day your child buys in a marked envelope. The envelope should have the date of lunch purchase, your child/children's name on it along with how much money is in it and if you want change back or if you want it all put on the family account. Snack money should be marked separately as this is a separate account.
- If your child forgets their lunch money, we will still give them a lunch on credit, however, we ask you to send payment in as soon as possible, preferably by the end of the week the lunch was purchased. No snacks may be purchased on credit.
- Once a month, I will run a past due report and notify families of any money owed on their lunch account via email or phone call. Upon notice of delinquency, we again ask for the money to be sent in as soon as possible. All contact in regards to past due amounts will be to the parent/guardian, and not the student.
- All children must have their lunch account current at the end of the school year. Notification of delinquency will be sent at the end of May in order to satisfy this requirement.