

School Lunch Balance Policy

Policy

The Purpose of the following policy is, (1) to permit the orderly establishment of consistent practices regarding charges and collection of charges. (2) To provide adequate communication among staff, administrators, teachers, students and parent/guardian. (3) To establish fair practices that can be used throughout the school district. (4) To ensure that all students have a healthy meal and that no child goes hungry. (5) To treat all students with dignity and confidentiality in serving line regarding meal accounts. (6) To encourage parent/guardian to assume the responsibility of meal payments and to promote self – responsibility of the student.

Definitions:

Fees means any charge, deposit, rental, or other mandatory payment, however designated, whether in the form of money or goods. Admission fees, transportation charges, and similar payments to third parties are fees if the charges are made in connection with an activity or function sponsored by or through Gateway Preparatory Academy. For the purposes of this policy, charges related to the National School Lunch Program are not fees. *Provision in Lieu of Fee Waiver* means an alternative to fee payment and waiver of fee payment. A plan under which fees are paid in installments or under some other delayed payment arrangement is not a waiver or provision In lieu of fee waiver. *Waiver* means release from the requirement of payment of a fee and from any provision in lieu of fee payment.

Standards:

1. An automatic email or text will be sent out once an account is in the negative.
2. The Child Nutrition Director may send out hard copies of negative accounts with a letter asking for payment every 30 days until account is no longer in the negative.



3. If the account reaches more than negative \$5.00 the Child Nutrition Director will call and ask for payments or try and arrange a payment plan, while encouraging them to apply for free/reduced meals.
4. Further collection efforts will be determined on a case by case basis by the administration.
5. Gateway Preparatory Academy's policy is that no child will ever be denied a meal, or a meal replacement.
6. Every student wanting a school lunch will receive a full reimbursable meal or a meal replacement.
7. If a student's account is in the negative, it will be possible to have the student work in the lunch room to earn a school lunch. This is possible for a maximum of two lunches.
8. Students will not be asked to call home regarding negative lunch balances, the calls, texts or emails will be made by the Child Nutrition Director, the business manager, or the Director.
9. If your account has a positive balance at the end of the year, it will roll it into the next school year.
10. If you would like a return on your positive balance it needs to be a balance greater than \$5.00 and must be requested in writing to the Child Nutrition Director by May 30th.

If you would like to donate the rest of your lunch account balance to the school lunch program, we will use the funds to help pay for other children's lunch debts.

Policy Effective: July 1st 2018

Board Approved: May 10th 2018