

457 - Meal Charge Policy

Approved by GWA Board of Directors 6-22-2017

PURPOSE: The purpose of this policy is to establish consistent meal charge account procedures for George Washington Academy. Unpaid charges place a financial strain on the Food Service Department. The goals of this policy are:

- To establish a consistent school policy regarding charges and collection of charges.
- To treat all students with dignity in the serving line regarding meal accounts.
- To support positive situations with staff, students and parents/guardians to the maximum extent possible.
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student.

SCOPE OF RESPONSIBILITY:

The Food Service Department is responsible for maintaining charge records in cooperation with the Purchasing/Cashier Secretary. Purchasing/Cashier Secretary is also responsible for notifying the student's parent/guardian of low or outstanding balances.

Administration is responsible for supporting the Food Service Department in collection activities.

Parent/Guardian is responsible for maintaining a positive lunch account balance at all times.

REGULATIONS:

1. Parents will receive an email, phone call or letter when the student account balance is in the negative of \$5.00 or more.
2. The school will send notification by email, phone call or letter with an account balance of a deficit of \$25.00 or more. Families may be notified of their ability to fill out a free and reduced price School Meals application. Administrators will address further collection efforts at their discretion.
3. Students will be offered a reimbursable meal, no ala-carte items will be debited to a negative lunch account balance.
4. Upon registration each family will receive a copy of the meal charge policy.

GWA may adopt procedures to promote parents being informed prior to becoming delinquent in addition to this policy.