

457 - Meal Charge Policy



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:

1. To establish a consistent school policy regarding charges and collection of charges.
2. To treat all students with dignity in the serving line regarding meal accounts.
3. To support positive situations with staff, students and parents/guardians to the maximum extent possible.
4. 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.