

**COLONIAL SCHOOL DISTRICT**

SECTION: OPERATIONS

TITLE: SCHOOL LUNCH/BREAKFAST PROGRAM – CHARGED MEAL

ADOPTED: NOVEMBER 16, 2017

808.1 School Lunch/Breakfast Program – Charged Meal	
1. Purpose	The Colonial School District Food Services Department is equipped with a computerized Point of Sale (POS) cash register system in all schools to collect funds for both breakfast and lunch. The POS System reduces the possibility of lost or stolen lunch money, ensures confidentiality of free and reduced meal participation, and provides documentation of the child’s participation in the lunch program. This system gives parents the ability to prepay breakfast and lunch in any amount, thus eliminating the need to send money on a daily basis. The purpose of this policy is to establish consistent meal account procedures throughout the district and to find a balance between the solvency of the food service program and the nutritional needs of students.
2. Student Accounts	Each student has a POS account created for them. The account is accessed by the students ID or PIN number. PIN numbers are confidential and should never be shared with anyone. To purchase meals a student must enter his/her ID number into the keypad at the register or swipe their ID card.
3. Funding Accounts	Parent(s)/guardian(s) are responsible for ensuring that students have the appropriate form of exchange to pay for their meal. POS accounts may be funded by cash, check or credit card. Money brought in for lunch will be deposited in its’ entirety into the student’s POS account. Parents should send an envelope with the student’s complete name on the front. Checks should be made payable to the CSD Food Services Department. Credit card payments may be made through <a href="http://www.myschoolbucks.com">www.myschoolbucks.com</a> .
4. Monitoring Accounts	<p>Parents of students in grades K-12 may monitor account activity and balance through <a href="http://myschoolbucks.com">myschoolbucks.com</a>. Myschoolbucks.com provides the option of setting up low balance notification so that the account manager will be contacted when funds hit a certain value.</p> <p>Parents of students in grades 6-12 may also monitor account activity and balance on PowerSchool.</p> <p>Parents may obtain the student’s account balance at any time by calling the Food Services Department at 610-824-1670 extension 8207.</p>
5. Charging Meals With Insufficient Funds	To ensure that all students have a healthy meal and that no child goes hungry, students will be permitted to charge lunches – if their account has insufficient funds – according to the following guidelines:

<p>6. Penalties for Delinquent Accounts</p> <p>7. Transferring or Closing Accounts</p>	<p><b><u>Grades K-5</u></b></p> <ul style="list-style-type: none"><li>• A regular lunch will be served to all students and charged to their account.</li><li>• No ala carte or snack items may be charged but may be purchased with cash.</li><li>• Negative balance notices will be sent home with the student each Friday.</li><li>• Negative balance notices will be communicated via ConnectEd phone and email messages weekly.</li><li>• A personal phone call will be made from the Food Services Department on a monthly basis to anyone with excessive balances.</li></ul> <p><b><u>Grades 6-8</u></b></p> <ul style="list-style-type: none"><li>• A regular lunch will be served to all students and charged to their account.</li><li>• If a student's meal account balance exceeds - \$10.00 they will no longer be able to purchase a la carte items or snacks.</li><li>• Negative balance notices will be communicated to parents.</li><li>• A personal phone call will be made from the Food Services Department on a monthly basis to anyone with excessive balances.</li></ul> <p><b><u>Grades 9-12</u></b></p> <ul style="list-style-type: none"><li>• A regular lunch will be served to all students and charged to their account.</li><li>• If a student's meal account balance exceeds -\$20.00 they will no longer be able to charge a la carte items or snacks.</li><li>• Negative balance notices will be communicated to parents.</li><li>• A personal phone call will be made from the Food Services Department on a monthly basis to anyone with excessive balances.</li></ul> <p>Negative balances must be paid by the end of the school year. If left unpaid, the balance will roll forward and the account will be sent to the local District Court for collection attempts. Furthermore, high school seniors will not be able to participate in the Senior Class Trip, walk at graduation or receive their diplomas until all obligations are satisfied.</p> <p>Parents having difficulty paying negative balances may contact the Food Services Department to set up a payment plan.</p> <p>Positive account balances may be refunded when a student graduates or transfers out of the district, or may be transferred to a sibling in the district.</p>
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	<p>Alternately, positive account balance funds can be donated to “CHOW” (Colonial Helping Others Without) to be used to cover unpaid meal charges for especially needy students.</p> <p>For all refund, transfer or donation requests, parents must contact the Food Services Department at 610-834-1670 extension 8207.</p>
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