

NEW HEIGHTS SCHOOLS, INC.
POLICY 730 MEAL CHARGE POLICY

Adopted: 2/8/2006

Revised: 3/7/2012, 4/8/2015

I. PURPOSE

The purpose of this policy is to establish consistent meal account procedures for New Heights School.

II. GENERAL STATEMENT OF POLICY

- A. New Heights School recognizes the parent/guardian's responsibility to provide breakfast and lunch for their children. Proper nutritional intake is essential for adequate learning to occur.
- B. It is the policy of New Heights School to offer opportunities for students to obtain nutritious food options including breakfast and lunch at school. The school contracts with a reputable vendor which strives to produce quality meals at a reasonable cost.
- C. Students may purchase meals when the family meal account has sufficient funds to make the purchase. Students may also purchase meals with cash.
- D. Households may apply for free/reduced meals anytime during the school year. Applications are mailed to all households prior to the school year and are included in enrollment packets. In addition, applications are always available in the school office.

III. DEFINITION

- A. The "payer" is the party responsible for the status of a student's meal account. The payer is established each year or upon enrollment.

IV. PROCEDURES FOR NOTIFYING FAMILY OF ACCOUNT STATUS

- A. The payer will be notified when the household account is nearing a zero balance.
- B. The method for notifying the payer of students in grades K-12 will be a verbal notification to the student by food service staff and an e-mail will be sent to the payer of the household meal account. Routine notices are sent via email each week to payers when account balances drop below \$10.
- D. The students will be verbally notified each day that their account is approaching or beyond a zero balance.
- E. If the household account is less than adequate to pay for breakfast and/or lunch, students of the household will be allowed to charge up to one week's worth of meals. The school accounting officer will notify the payer.

- F. Once an account has reached one week of charged meals, a family's meal charge privileges will be suspended until the account returns to good standing.
- G. The payer is responsible for maintaining the account by responding to messages/communication delivered by the school. It is important that current payer contact information is on record at school.
- H. The principal may determine that the family's charge privileges have been abused and may be suspended/revoked indefinitely.
- I. The school principal will contact households when necessary.