

Newark Educators' Community Charter School.

MEAL CHARGE POLICY

I. PURPOSE/POLICY:

The purpose of this policy is to establish consistent meal account procedures. Unpaid charges place a financial strain on the food service department. The goals of this policy are:

1. To encourage parent/guardian to assume the responsibility of meal payments and to promote self responsibility of the student.
2. To establish a consistent school policy regarding charges and collection of charges.
3. To treat all students with dignity in the serving line regarding meal counts.

II. SCOPE OF RESPONSIBILITY:

The Food service department: Responsible for maintaining charge records and notifying the Food service Director of outstanding balances.

The Food Service Director: Responsible for notifying the student's parent/guardian with written documentation.

The parent/guardian: Responsible for submitting payment within 10 (ten) days of receipt.

III. ADMINISTRATION:

1. Student groups:

- a) Elementary students will be allowed to charge a maximum of \$2.55(for the reimbursable meal only).

- (1) These meals will include only menu items part of the reimbursable meal (all 5 components).

- (2) After the balance exceeds \$50.00, the student may be given a designated menu alternate. Sample: (Milk and fruit)

2. No charges will be allowed for à la carte foods and beverages.
3. Parent/guardian of students with negative balances will be contacted by the Food Service Director. This will be done either as a written letter or phone call to the household.
4. If a financial hardship is expected, families will be encouraged to apply for free/reduced meals anytime during the school year.

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