

## Meal Charging Policy

Students will be allowed to charge up to (5) full Breakfast & Lunch meals only. No charges will be allowed on a la carte items. Students will be given one week to pay charges. No partial charges will be allowed. If a student does not have the full amount, they will have to charge that day.

Once a student has accumulated charges for (5) breakfasts and (5) lunches, they are no longer allowed to receive the menu items that are served until their charges are paid.

These students are served either a peanut butter sandwich or a cheese sandwich and milk only (they do not receive any of the other items that are available on the line – just the sandwich and milk).

Additionally, if a student has hit the maximum allowable charges (5 breakfasts and 5 lunches) they are not allowed to purchase/charge ala carte items.

Charge students may be recorded on the line at the register or at an earlier designated time through the office. The charge sheets provided by the Division of School & Community Nutrition Central Office must be used in order to provide a clear audit. Adults will be allowed (0) charges on Breakfast & Lunch meals. No charges will be allowed on a la carte items. It is the responsibility of the cashier or designated person at the individual schools to properly record charges made as well as charges paid. It is the responsibility of the manager/principal to collect the unpaid charges. Meals from fast food restaurants are not to be brought into the school by students or parents until one- half hour after the close of the last lunch period. Every effort should be made to inform the manager in advance of upcoming field trips or other class plans which will result in student absences from lunch. Prior notification of such plans allows the manager to adjust menus, purchasing and staffing needs. Whenever appropriate, the School Lunch Program should be utilized to provide sack/picnic lunches for meals eaten off school grounds.