

## **Manchester Community Schools Corporation Lunch Charging Policy**

**Elementary School** – We strongly discourage meal charges, but understand that an occasional emergency may make it necessary. The school district policy is as follows:

- All charges must be paid within five days
- Student may not charge more than 2 meals
- Parents will be notified and asked for prompt payment after the first charge

After the third lunch charge, the food service department will provide the student with a peanut butter or cheese sandwich and a carton of milk at a cost of \$.75. The alternate meal cost will be added to the student's debt. After five days of non-payment, or if steps have not been taken to apply for assistance, or if the parent/guardian has not contacted the school office to make arrangements, the student's lunch privileges may be stopped. The food service manager will monitor the student at meal periods to ensure the student is receiving a lunch provided by the parent. The principal and the director of food services, may contact the Department of Child Protective Services in the event any student is not being provided a lunch by the parent/guardian. It is strongly recommended that parents/guardians make meal payments in advance. Personal checks, credit card and cash deposits are accepted daily. For your convenience, deposits may be made by credit/debit card either by calling the school office or by setting up an account for your student on [www.sendmoneytoschool.com](http://www.sendmoneytoschool.com) . Unpaid meal balances will be turned over to collections after 30 days.

**Intermediate School** - We strongly discourage meal charges, but understand that an occasional emergency may necessary. The school district policy is as follows:

- All charges must be paid within five days
- Student may not charge more than 2 meals
- Parents will be notified and asked for prompt payment after the first charge
- No ala carte items may be charged

After the second lunch charge, the food service department will provide the student with a peanut butter or cheese sandwich and a carton of milk at a cost of \$.75. The alternate meal cost will be added to the student's debt. After five days of non-payment, or if steps have not been taken to apply for assistance, or if the parent/guardian has not contacted the school office to make arrangements, the student's lunch privileges may be stopped. The food service manager will monitor the student at meal periods to ensure the student is receiving a lunch provided by the parent. The principal and the director of food services, may contact the Department of Child Protective Services in the event any student is not being provided a lunch by the parent/guardian. It is strongly recommended that parents/guardians make meal payments in advance. Personal checks, credit card and cash deposits are accepted daily. For your convenience, deposits may be made by credit/debit card either by calling the school office or by setting up an account for your student on [www.sendmoneytoschool.com](http://www.sendmoneytoschool.com) . Unpaid meal balances will be turned over to collections after 30 days.

**Jr/Sr High School** – We strongly discourage meal charges, but understand that an occasional emergency may make it necessary. The school district policy is as follows:

- All charges must be paid within five days
- Student may not charge more than 2 meals
- Parents will be notified and asked for prompt payment after the first charge
- No ala carte items may be charged

It is strongly encouraged that payments be made in advance. Personal checks, credit card and cash deposits are accepted daily. For your convenience, deposits may be made by credit/debit card either by calling the school office or by setting up an account for your student on [www.sendmoneytoschool.com](http://www.sendmoneytoschool.com) . Unpaid meal balances will be turned over to collections after 30 days.

If a student in kindergarten through 11th grade has money remaining in a lunch account at the end of the school year, it will remain in the account for the next school year. Likewise, an outstanding balance at the end of the year will carry forward to the new school year.

If a student in the 12th grade has over \$5.00 remaining in his/her account at the end of the school year, a refund check will be mailed to the student. If the graduate has a younger sibling attending Manchester Community Schools, we will transfer the balance to the next oldest sibling's account. If the 12th grade student has less than \$5.00 in his/her account and does not request a refund, the money will be transferred to the Jr/Sr High School Emergency Fund, to be used at the schools discretion.

This institution is an equal opportunity provider.