ANCHOR BAY SCHOOL DISTRICT - SCHOOL MEALS CHARGE POLICY

This meal charging policy is to provide consistent clear meal account procedures throughout the district and communicated to school administrators, school food service professionals, families and students.

MEAL ACCOUNTS:
Parents/guardians are encouraged to make meal payments in advance. Personal checks and cash deposits are accepted daily. For convenience, deposits may also be made on-line after setting up an account for the student on www.sendmoneytoschool.com, a $1.85 fee is applied for each on-line transaction. Each student, regardless of status (free, reduced or full pay) has an account through our Meal Magic computerized meal system. Parents/guardians may view this account to review current balance or meal activity at any time at no charge.

Notification of low balance: The Meal Magic computerized system will generate an email to parents/guardians when the student’s balance is $9.00 or below. Parents/Guardians may call the Food & Nutrition Office at 586 598 7663 to provide additional or updated email address to ensure proper notification.

Elementary student accounts are only used for School Breakfast (if applicable), School Lunch or Milk. Any smart snack purchase is with cash only.

Middle School and High School accounts are open for students to purchase School Breakfast, School Lunch and Smart Snacks. Accounts may be managed by Parent/Guardian at www.sendmoneytoschool.com to limit daily purchase amount or to limit for school meals only.

GOALS
- To ensure that students have a healthy meal and that no child goes hungry.
- To treat all students with dignity and confidentiality in the serving line.
- Provide clear positive communication among staff, administrators, teachers, students and parent/guardian.
- To establish fair practices that can be used consistently throughout the district regarding meal charges and the collection of charges.
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of their child/student.

ANCHOR BAY SCHOOL DISTRICT MEAL CHARGING POLICY

ELEMENTARY STUDENTS
Charges are designed to cover a situation in which parents forget to send money for breakfast or lunch or milk. Students who have forgotten or lost money may charge meals.
- An email will be sent the day of the charge to parent/guardian’s email on account notifying them of negative balance.
- After two lunch charges, the kitchen staff will contact the household to inform them of the balance owed.
- A reminder note will be sent home at end of week of any charges.
- Repayment is expected within the week for all charged meals.
- Kitchen staff will not discuss money owed or meal charging with students. The cashier will be pleasant and understanding as to not embarrass the student in front of his/her peers.

MIDDLE SCHOOL STUDENTS:
Parents/Guardians can monitor their student(s) account in real time by establishing an account at www.sendmoneytoschool.com. If a middle school student’s lunch account has insufficient funds and no cash to purchase a school meal, the cashier will inform student that their account is in the negative and that payment must be made. A lunch will be provided. The Middle School Office will receive a printout of daily charges and a phone call will be made to alert parent/guardian of the money owed. This applies to school breakfast and/or school lunch, no smart snacks are allowed to be charged. If a charge occurs:
- The student’s account will be placed in the negative
- Immediate repayment is expected for all charged meals.
MIDDLE SCHOOL - Continued:

- A student may have a charge on their account but if they have cash to pay for their meal, the cashier must take the money for the meal and then remind the student that they still owe money for the charge on their account.
- The cashier may take the change, if any, and put it against the charge on the student’s account. If not all the change is needed to pay the charges on the account, the cashier will ask the student if they want the balance of the monies to be put on their account or given to them.
- If a student’s account has a negative balance and they have money for a smart snack, the money will be collected and applied to the negative balance before the smart snack is purchased.

NOTE: Student will be notified verbally at the register when their balance is low, specifically when their account is at $8.00 or lower.

- The cashier will be pleasant and understanding as to not embarrass the student in front of his/her peers.

HIGH SCHOOL STUDENTS:

Parents/Guardians can monitor their student(s) account in real time by establishing an account at https://www.sendmoneytoschool.com

- High School does not allow charging but the cash register will allow a student’s account to go negative for a school breakfast or school lunch. The cashier will let the student know and that no other charges will be allowed.
- No charging for any drinks or smart snacks.
- If a student has a negative balance but has cash to pay for their meal, the cashier must take the money for the meal and then remind the student that they still owe money for the charge on their account. The cashier may take the change, if any, and put it against the charge on the student’s account. If not all the change is needed to pay the charges on the account, the cashier will ask the student if they want the balance of the monies to be put on their account or given to them.
- If a student’s account has a negative balance and they have money for a smart snack, the money will be collected and applied to the negative balance before the smart snack is purchased.
- Student will be notified verbally at the register when their balance is low, specifically when their account is at $8.00 or lower.
- Free and Reduced Meal Application will be available in the main office, in the cafeteria and online.
- The cashier will contact the high school office administration for assistance with negative balances to assist in notifying parent and student.
- The cashier will be pleasant and understanding as to not embarrass the student in front of his/her peers.

SCOPE OF RESPONSIBILITY:

The Food Service Department: Responsible for maintaining meal account records, provide parent/guardian support regarding balances, verbal and email communication on negative balances, email notification on low balances and notifying the school administration of potential problems and/or repeat offenders.

The School: Responsible for notifying the student’s parent/guardian with phone calls and written documentation after negative $20.00 has been reached. Responsible for working with households toward a reasonable resolution.

The Parent/Guardian: Responsible for immediate payment

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