

St. Mary's Meal Charge Policy

MEAL CHARGE POLICY

I. PURPOSE

The purpose of this policy is to establish consistent meal account procedures for St. Mary's Catholic School.

II. GENERAL STATEMENT OF POLICY

- A. St. Mary's 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 St. Mary's School to offer lunch. The Food Service Department strives to produce quality meals at a reasonable cost.
- C. Students may purchase meals when funds have been deposited into their family/student account(s).
- D. Households may apply for free/reduced meals anytime during the school year. Applications are provided to all households/families of St. Mary's Catholic School prior to the school year. In addition, applications are available at the school office located at 311 Colorado Avenue, Morris, MN 56267.

III. PROCEDURES FOR NOTIFYING FAMILY AND EMPLOYEES OF THEIR OWN ACCOUNT STATUS

- A. Students with negative account balances will not be allowed to charge on their account.
- B. The parent/guardian will be notified when the household account would run out in 5 days by an Instant Alert message, e-mail, or a letter.
- C. When the account reaches a negative balance, an additional notification will be sent to parents.
- D. If a payment is not made, the food service director/administration will contact the household and review with them their responsibility to provide meals for their students and provide information on the Free/Reduced Lunch Program.
- E. Assistance from county Social Services may be requested for possible neglect for failing to provide meals for their students.
- F. Students will be not given an alternative meal that meets the USDA Nutrition Guidelines if their account has a zero/negative balance. They will continue to be served the regular scheduled meal.
- G. Employees shall not carry a negative lunch account balance.

Policy 500 adopted from Minnesota Department of Education – Food and Nutrition Service 10/05

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