

Meal Charge Policy I.

PURPOSE/POLICY:

The purpose of this policy is to establish consistent meal account procedures at Kestrel Heights Charter School. There is a fine balance that needs to be attained between the solvency of the lunch program and the nutritional needs of scholars. The goals of this policy are:

- To ensure that all scholars have an opportunity to purchase/receive a healthy meal
- To treat all scholars with dignity and confidentiality in the serving line regarding meal accounts.
- To support positive and clear communication among staff, administrators, teachers, scholars and parent/guardian.
- To establish fair practices that can be used throughout K-8.
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the scholar.
- To establish a consistent practice regarding charges and collection of charges.

II. SCOPE OF RESPONSIBILITY:

B Sweet and Savory: Responsible for distributing pre-ordered meals to the appropriate scholar and communicating number of unclaimed meals to the school.

Kestrel Heights Charter School: Responsible for notifying the scholar's parent/guardian with written documentation of lunch status.

The Parent/Guardian: Pre-order lunch and Immediate payment

III. ADMINISTRATION:

1. All scholars K-8 will be allowed to pre-order lunch one week prior to receiving the service. Pre-orders for the following week need to be made every **Friday by 8:00 p.m.**
2. Scholars are not allowed to charge a meal to their account. If a scholar does not have sufficient funds in their lunch account a lunch will not be provided. Scholars will be allowed to contact parents to make lunch arrangements or to make payment to their account.
3. Any unclaimed meals will be charged to the scholar's lunch account. Parents have until 8am to notify the school of a scholar absent from school to avoid charges to account.
4. If a scholar with free or reduce meal status pre-orders a lunch and does not claim the lunch X times. The lunch benefits will be revoked. Parent/Guardian will be responsible for providing lunch for the scholar or may only receive at full priced and pre-ordered.