

**West Academy School District
Meal Charging Policy 2017/2018**

The purpose of having a meal charging policy is to establish consistent and clear meal account throughout the year. West Village Academy has a fiscal responsibility to stay in compliance with Federal guidelines. In order to stay in compliance and meet financial accountability, parents/guardians are responsible for meals purchased by their student(s) in the cafeteria. ***The students bring a sack lunch the first four day of school. The Breakfast and Lunch program begins the first full week of school.***

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.
- To foster clear and positive communication among staff, administrators, teachers, students and the parent/guardian.
- To establish fair practices that can be used consistently throughout the district regarding meal charges and collection of said charges.

FOOD SERVICE DEPARTMENT:

- Responsible for maintaining meal account records.
- Responsible for providing a written documentation of lunch activity when requested and working with household toward a reasonable resolution.
- Responsible for notifying school administration of potential problems and/or repeat offenders.

The Parent/Guardian

- Responsible for immediate payment.
- Responsible for monitoring lunch activity on ParentConnect.

MEAL PRICES

Edibles Rex Services is the vendor for West Village Academy School for the 2017-2018 school year. Based on the information you provided students will qualify for the following meal prices.

BREAKFAST	LUNCH	MILK
Full price \$1.60	Full Price \$ 2.90	50¢
Reduced: 30¢	Reduced: 40¢	
Free	Free	Free

MEAL ACCOUNTS:

We **strongly** discourage meal charges, but understand that an occasional emergency, shortage of funds or forgetfulness may make it necessary. Meal charges a temporary solution and are not intended to address the broader issue of whether a parent/guardian has an inability to pay for a meal for his/her child. In those instances, an application for Free/Reduced Meal Benefits should be completed. Free/Reduced Meal Applications are available in the front main office any time during the school year. The parent should be reassured that this process will be treated with the utmost of confidentiality.

As a matter of practice, parents/guardians are encouraged to make meal payment in advance. Cash deposits are accepted daily at the school office. Payments can be made for one week several weeks or even months in advance. Parents/guardians may view their their student's meal account at anytime on MiStar ParentConnct.

MEAL CHARGING POLICY & NEGATIVE MEAL BALANCE PROCEDURE

Although not required by law through the National School Lunch Act or the Healthy Hunger Free Kids Act, limited meal charging will be allowed as a courtesy to families, under the following conditions:

- Only reimbursable meals may be charged.
- Students may charge up to the value of \$5.80 (the price of two lunch meals).
- Immediate repayment is expected for all charged meals.
- After the 2nd occurrence, student will go the office and call home. If parent can not be contacted the students will be provided with an alternative meal (a cheese sandwich, fruit and milk for lunch). Cost of the supplement meal is \$1.00 which will be charged to their account.
- Students are not permitted to purchase ala carte (pizza) items if they owe and unpaid charges.
- No charging will be permitted 2 weeks prior to the end the school year.

All unpaid charges will be added to the list of outstanding fees or unpaid fines at the end of the school year.

If you have any question please contact the Food Service Director at (313)274-9200.