

***Meal Charge***

The Newburgh Enlarged City School District is committed to providing the opportunity for all students to access nutritious meals in a cost-effective manner. In recognition of the fact that students may occasionally forget lunch money, this policy sets forth the procedures for handling meal charges, while being both sensitive to students' needs and mindful of the fiscal responsibilities of the cafeteria program.

It is the responsibility of the parents/guardians to ensure that money is deposited in their child's individual meal account and that a positive balance is maintained so that the student can purchase meals in school. Families that are eligible for participation in the free/reduced price meal program are strongly encouraged to apply for this program. Students receiving free/reduced meals will not be identifiable. All students will access their individual meal account upon entering their PIN and the cost of the meal will be debited from the student's individual meal account.

If parents/guardians make deposits by check and the check is returned for non-payment, the District may require that all future payments be made either in cash, or by money order or certified check. The parents/guardians will be responsible for reimbursing the District for any bank charges related to a returned check.

- When a student charges a meal, the date, student's name and amount charged will be noted in a meal charge register book for a maximum of three (3) charges.
- It is expected that meal charges will be paid on the following school day.
- If a student accumulates three (3) charges, the student's name and the amount charged will be provided to the Principal's Office. The Principal or designee will send a letter home to the parents requesting that payment be made to the cafeteria. The letter will encourage parents to notify the school if the family has emergency circumstances that might require further consideration.
- A maximum of three (3) lunches may be charged by any individual student. Once the charges have been paid, a student may charge meals again.
- If a student has exceeded the allowable three (3) charges, the student will receive a full meal alternate, which will include a beverage, fruit/vegetable and milk. The full cost of the meal will be added to the outstanding charges. Snacks may not be purchased until all charges have been paid.

Parents will be notified, in writing, at least annually, prior to the start of school, on the school website and in the school calendar, of the District's meal charge policy.