

Airport Community Schools-Food Service Department Meal Charge Policy

Effective July 1, 2017, the Michigan Department of Education has required all School Districts to develop a Meal Charge Policy. Below you will find Airport Community Schools' Meal Charge Policy that will be in effect beginning with the 2018-19 School Year. Airport Community Schools understands how important healthy meals and consistent food is to students and learning.

Payment Options for Meals:

- **ON-LINE PAYMENTS:** All parents are encouraged to sign up for a free account at www.sendmoneytoschool.com. On this site parents can view a child's cafeteria account balance, deposit money onto a child's cafeteria account, view a child's meal history, and see what items a child has purchased.
- **ELEMENTARY SCHOOL PAYMENTS:** Parents may use the on-line payment system or a preprinted Food Service Envelope to submit cash/check payments to the school office that will be credited to a child's cafeteria account.
- **MIDDLE & HIGH SCHOOL PAYMENTS:** Parent may use the on-line system or students may submit cash/check payments directly to the food service cashier that will be credited to their cafeteria account.

Meal Charge Policy:

- **Elementary & Middle School Meal Charge Policy:** Parents are responsible to see that their child has sufficient funds in their cafeteria account or they must send the student to school with a lunch. If a student's food service account results in a negative balance, parents of the student will receive a daily "Request for Deposit" email notification indicating the negative account balance which must be paid **immediately** by sending money to the Food Service Department or by depositing money on-line to the student's "Send Money to School" food service account. Parents without an email will be sent the same daily information by mail. After a student has charged three (3) daily meals and no attempt has been made to repay the negative balance, the student will receive an **Alternative Meal** for lunch. An alternative meal consists of a cheese sandwich, fruit, and milk. The student's food service account will be charged \$1.50 for each alternative lunch. Parents will ultimately be responsible for the cost of those meals too, and will be contacted by District personnel to collect on all delinquent food service accounts. If you have received a phone call, email or letter, please take the necessary steps to ensure that your child's account stays in good standing.
- **High School Meal Charge Policy:** Student are not allowed to charge meals to their account if it results in a negative cafeteria account balance. Parents are responsible to see that their child has sufficient funds in their cafeteria account or they must send the student to school with a lunch. In certain situations District Administrators may assist a student who did not bring a lunch to school and does not have sufficient funds in their cafeteria account, by providing them with a meal which is charged to the Principal's Group Billing Account. Anyone wishing to donate to that account may do so by contacting the Food Service Department.
- **FREE & REDUCED APPLICATIONS:** Parents are encouraged to submit a Free & Reduced application at any time throughout the school year, especially if your financial circumstances have changed. Federal law requires that a NEW Free & Reduced application is completed at the start of every school year.
- **FOOD SERVICE ACCOUNT BALANCES:** Account balances can be viewed 24 hours a day/7 days a week online at the website listed below. Balances will be carried over from one school year to the next.
www.sendmoneytoschool.com.

Low Balance Notification:

- Students and staff will be verbally notified by the cashier as they pass through the serving line when their cafeteria account balance is insufficient.
- As a courtesy every Tuesday and Thursday the Meal Magic food service system will generate a "Low Balance" email notification to all parents whose children's account has a low balance of \$5.00 or less. Please make sure that the District has your current email address on file.

Bad Debt Policy and Refunds:

- **INACTIVE NEGATIVE / POSITIVE BALANCES FROM PRIOR YEARS:**
- Negative cafeteria account balances at the end of the year that are considered inactive and have become uncollectable will be written off, first, against any cumulative inactive positive student balances that are less than \$50.00, and/or secondly by a transfer from the District's General Fund.
- **REFUND OF UNUSED FOOD SERVICE ACCOUNT BALANCE:**
- It is the parent's responsibility to obtain his/her child's lunch balance upon exiting the District. Any positive balance will be refunded. Please submit your request in writing to Airport Community Schools Food Service Department, 11270 Grafton Rd, Carleton, MI 48117. Please include the name of each student, and your mailing address.

Questions concerning this policy can be directed to Brenda Pyle at 734.654.4021 or by email at bpyle@airport.school.