

Local Charge Policy and Unpaid Meal Policy Procedures

The following is a summary of Our Community Schools meal program. Our school participates in the National School Lunch Program. We encourage every parent to fill out the meal program application even if you are not interested in obtaining assistance. After you submit an application to participate in the National School Lunch Program, your child may be eligible for free or reduced meals. Applications are available online anytime throughout the school year at <https://www.mymealtime.com/> and are included in registration and re-enrollment packets to all families and can also be obtained in the school office. You may update your meal application anytime throughout the school year if your financial situation should change.

We have contracted with a Food Service Management Company to provide breakfast and lunch on campus.

Lunch menu/order forms are available weekly in the newsletter and are available in the main office. They typically come out the last week of the prior month. Students may preorder meals for the days they require a school lunch. On rare occasions meals may be subject to change without notice. Students must pre-order lunches to ensure that their choice is available on the day they are obtaining a school lunch. Menu order forms need to be returned on Tuesday for lunches the following week. We have noticed that at times there are students who are not taking advantage of the school lunch program, but are also not bringing their own food to eat at lunchtime. When a student does not eat at lunch, they are often sluggish and unable to focus in their afternoon classes. It is extremely important that students eat throughout the day to meet the needs of their growing bodies and to provide them with the energy they need to be successful at school. Please talk to your child about the importance of eating healthy, balanced meals throughout the day. Ask your child every day what they ate for lunch and encourage them to pick up a school lunch if they do not bring their own.

Prices are as follow and payment is required at the time order forms are turned in:

Full Price Breakfast: \$2.00

Meal Program Eligible: Free

Full Price Lunch: \$3.30

Meal Program Reduced Price Lunch: \$.40

Meal Program Free: Free

Breakfast is served every morning from 8:00 am to 8:20 am and we also offer an alternate breakfast serving at recess/break time for students that care to participate. Breakfast is free to meal program eligible students. If your student is not on the meal program, please put money on your child's account if they will be purchasing breakfast. For students who do qualify for the meal program if your child picks up 2 breakfasts or lunches your child's lunch account will be charged full price for the second meal regardless of eligibility.

Beginning school year 2017-2018 the USDA and California Department of Education are requiring all schools participating in the National School Lunch Program to have a meal collection policy in place. Please review our policy below.

Parent/s is/are required to deposit money into their child's account on a regular basis in order to maintain an adequate balance for purchases for students that are required to pay. Students must have a positive balance in order to make purchases. Beginning the start of school year 2017-2018 all negative balances need to be clear before your child can participate. If your child has a negative balance, please call the school to make arrangements. We encourage you to monitor your child's balance on a regular basis online at <https://www.mymealtime.com/> or by calling the school office at 818-350-5000. Food will not be denied to a student in the case of a negative balance. The School will monitor negative balances and notify parents by phone, email or mail as needed. Payment is expected within 3 days of receiving a notification of a negative balance.

There are three ways to deposit money in a student's account:

- Mail a check directly to the school; always write your child's name in the memo in order to credit the payment to the proper account. Checks should be made payable to Our Community School.
- Bring in a check or cash to the school office.
- Via the Internet – go to <https://www.mymealtime.com/>.

Because of the demand during meal serving times, servers are not always able to prevent students from exceeding the account balance. Parent/s can help by regularly monitoring their child's meal account balance and activity online, as described above. It is the parent/s responsibility to insure that the student's account has sufficient funds available.

Our Community School will work with parent/s to resolve delinquent accounts. Please contact the school office manager in regards to reconciling negative accounts and set up a payment plan to resolve any debt. After the school has made several attempts to collect the debt and the meal account remains delinquent a meeting with administration will be requested with parent or guardian to discuss circumstances and implement a plan to resolve debt while ensuring the student's nutritional needs are met.