

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 2017-18 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:

- **NO NEGATIVE ACCOUNT BALANCES ALLOWED:** Student and Adults 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.
- **EMERGENCY CIRCUMSTANCES:** 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. Parents will ultimately be responsible for the cost of those meals, and will be contacted by District personnel for reimbursement.
- **CURRENT NEGATIVE BALANCES FROM PRIOR YEARS:** Families that currently have a negative cafeteria account balance are required to immediately repay the District. Negative Balance Letters have recently been mailed. If you have received a letter, please take the necessary steps to ensure that your child's account stays in good standing.
- **FREE & REDUCED APPLICATIONS:** Parents are encouraged to submit a Free & Reduced application at any time throughout the school year, especially at the start of each school year.

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.
- Every Sunday and Wednesday an email notification will be sent to all parents whose children have a low balance of \$5.00 or less. Please make sure that the District has your current email address on file.

Remaining Cafeteria Account Balance upon Exit from District:

- 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@airportschools.com.