



## Local Meal Charge Policy

Golden Oak Montessori participates in the National School Lunch Program and School Breakfast Program by offering nutritious meals every school day. Students may buy lunch for \$3.25 and breakfast for \$2.25. Eligible students may receive meals free of charge or at the reduced-price. You or your children do not have to be U.S. citizens to qualify for free or reduced-price meals. You must fill out a new Free/Reduced Lunch Application at the beginning of each school year to see if you qualify. Applications are available at our front desk any time throughout the school year. If you have any questions about applying, please call India Rodriguez at 510-931-7868 or email [india@goldenoakmontessori.org](mailto:india@goldenoakmontessori.org).

### ***Payments***

We ask that families pay up front for student meal purchases. This helps lunch lines move quickly, giving students more time to enjoy their meal. There are multiple options to make payments to your student's lunch account:

#### In-Person Payments

- Payments can be made on school days at the Golden Oak Montessori front desk between the hours of 8:30 a.m.-4 p.m.
  - Address: 2652 Vergil Ct., Castro Valley, CA 94546
- We accept cash and checks in exact amounts.
  - A receipt will be given at time of payment.

#### Electronic Payments through MealTime

- Payments can be made online at [www.mymealtime.com](http://www.mymealtime.com)
- There is a 4.9% transaction fee for online payments.

### ***Charges/Balances***

If a student takes a meal they will be charged for it. We encourage families to have a conversation with students so they know whether they can participate in the school meal program.

Golden Oak Montessori will allow students to charge a negative balance to their lunch account. The negative balance limit is \$-10.00 Outstanding balances must be paid within 2 weeks.

Once a week balance notifications will be sent to families with a negative balance. The balance statement will notify you of the current amount due on your student's lunch account. The balance statement will also include instructions for making payments (same as above).

If your family is experiencing a financial setback, please contact us so we can help. We are willing to work with you to develop a payment plan for your lunch account.

Also, families may submit a free/reduced lunch application at any point during the school year. We can assist you in applying for free or reduced lunch if your income situation has changed mid-year.

Please contact India Rodriguez at 510-931-7868 or email [india@goldenoakmontessori.org](mailto:india@goldenoakmontessori.org) for assistance.

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