

## WHEATLAND SCHOOL DISTRICT

### Cafeteria Procedures

#### **Meal Charging Policy**

We do not encourage students to charge meals but will allow up to ten (10) charges, \$27.50 for full paid students. After five (5) charges have been made, the site manager will contact the parent in an attempt to collect the outstanding charges. The site manager encourages the parent(s) to pay as to avoid reaching the maximum of ten (10) charges. After reaching the allowable charge of ten (10) full paid meals, an alternate meal will be offered until charges are paid and money is placed on the students account for future meals (for full paid students only). A la Carte items may not be charged. These items would be removed from the tray and a student will be offered to purchase or charge a full reimbursable meal. The District has purchased a phone calling program called School Messenger. This program makes bi-weekly automated calls home to parents informing them of their student's outstanding balance along with the total amount due. A "negative balance letter" is generated weekly and sent home with the student to inform the parents that their child's meal account is in the negative and they need to send money. At the end of each month a negative balance report is generated by the District Office and sent to the Kitchen Managers for review. The Kitchen Manager will make every attempt to collect on those accounts. Staff at the district office will make further phone calls and letters will be sent home advising the parents of outstanding charges. Decisions will be made based on each individual situation regarding the collection of charges. At the end of the year, a report is given to the school principals of remaining outstanding charges. The school site may or may not hold report cards until charges are paid.

Revised: December 2014

