



ST. MARY'S  
CATHOLIC SCHOOL

## *St. Mary's Catholic School*

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### **Unpaid Lunch Policy**

St. Marys' uses a computer accounting for lunch and a la carte charges. Payments onto the accounts are made at any time. Payments may be accepted by cash, check, credit/debit card, or online at WeShare. Once payment is received it will be deposited and applied to their lunch account immediately. After a student goes through the lunch line, their account will be deducted for the appropriate meal or a la carte selection cost. Parents may request an account activity log which shows all payments and expenditures for the student during any given time period. Parents may also log into Headmaster to view their families' lunch balances. Negative lunch balance reminders will be emailed to families weekly on the last school day of the week. Monthly lunch balances will be emailed to all families the last business day of the month.

St. Mary's Catholic School wants to ensure that no child goes hungry. "Loaners" are reimbursable hot meals a student can charge to their meal account when their account has insufficient funds to cover the cost of the meal. Each family may only carry over a negative balance of \$50 or less on their lunch account. After the family reaches a negative \$50 an "alternative meal" ie: a non-hot meal will be provided. There will be a charge of \$1.00 for each "alternative meal" given to the student. The "alternative meal" will be designated by the Nutrition Services Program Administrator and meet the USDA nutrition guidelines for a reimbursable meal. Furthermore, the principal will contact the family along with sending home a letter.

Free and reduced price lunches are served to those students who qualify according to established federal guidelines. All free and reduced lunch applications are available for pick up in the front office at any time. After the application is completed and returned to the front office, the application is then approved/denied and notification letters are sent out along with updating the computer system if necessary.

If a family is in a negative balance all payments must be paid in full before they are able to register their child(ren) for the following school year. Any unpaid balances that are not paid by the end of the school year the family will be sent to collection. The front office will notify each family by letter showing their outstanding balance. After notification has been sent out, each family has up to 10 business days to pay their lunch balance in full before we send them to collection.

St. Mary's school is a non-profit school and cannot afford to carry unpaid lunch balances. Our yearly lunch budget is minimal and we always run in a deficit. It's important that we receive the income that is owed to the school in a timely manner.