

## Norwalk Catholic School Lunch Charge Policy 2017-2018

In order to provide students and families of **Norwalk Catholic School** with the best possible service and accountability surrounding school lunch, **Norwalk Catholic School** Cafeteria has adopted a policy to govern situations when students do not have lunch money or when Meal Magic lunch accounts have insufficient funds.

**Norwalk Catholic School** will inform students and parents/guardians in writing of the School's policy regarding meal charges in each School's Policy Handbook and communicate on the school's website.

It is strongly encouraged that parents/guardians make Meal Magic Lunch account payments in advance. Account balance information is readily available to parents/guardians utilizing the Send Money to School website.

**Funding** can be made through multiple methods:

1. Electronic Payment using the Send Money to School website.
2. Cash or Check in designated locations at the Early Childhood Center, Elementary Library (Grades 1-3), Main Cafeteria or the Business Office.
3. **Norwalk Catholic School** uses a "No Cash Back" policy when deposits are made in the serving line. All funds received will be deposited into the student account.

The following policy will apply regarding lunch charges:

### **Early Childhood Center and Elementary School (Pre-School-Grade 6)**

- Up to Seven (7) lunches may be charged. If no payment is received to remedy the 7 charged lunches, students will be offered complimentary milk, cheese stick and vegetable/fruit offerings.
- Students will not be able to purchase ala carte items with a negative balance.

### **Junior High and High School (Grades 7-12)**

- Up to four (4) lunches may be charged. If no payment is received to remedy the 4 charged lunches, students will be offered complimentary milk, cheese stick and vegetable/fruit offerings.
- Students will not be able to purchase ala carte items with a negative balance.

\*\* No charged lunches will be allowed the last two weeks of every school year to make certain all outstanding charges are funded. All negative balances, if not collected, will carry over to the next school year.

Methods of notifying parents/guardians of negative Meal Magic balances:

- Cashiers notify JH/HS students daily in the serving line when Meal Magic balance is under \$5.00.
- Parents/guardians can monitor Meal Magic balances and transaction detail using the Send Money to School website.
- Low/negative balance e-mail reminders are sent 3 times a week (MWF) using the Meal Magic System.
- Parents/guardians can call the **Business Office 419.668.3005 x223** for student balance details.
- If negative balances persist, phone calls will be made to coordinate payment arrangements.

If a financial hardship occurs, please contact the **Business Manager 419.668.3005 x223**. Assistance may be available and eligible recipients may qualify for a reimbursable school lunch at a free or reduced cost through the USDA Free and Reduced Lunch Program. On line application can be made at <https://lunchapp.com> or by manually completing an application available in the NCS Business Office.