

## CANFIELD LOCAL SCHOOLS' LUNCH CHARGE POLICY

**Canfield School Food Service Department** has adopted this policy to govern situations when students do have lunch money or when lunch accounts have insufficient funds

The district shall inform students and parents/guardians in writing of the Districts policy regarding meal charges in each schools policy handbooks. Account balance information is readily available to parents, the school and the lunch staff

### **Meal charges are as follows:**

1. **Grades K-4<sup>th</sup>** Up to ten (10) lunches may be charged. If no payments are received by the 10<sup>th</sup> lunch, an alternate meal will be provided for lunch . . . not to extend more than 3 alternate meals
2. **Grades-5-12<sup>th</sup>** Up to five (5) lunches may be charged. If no payments are received by the 5<sup>th</sup> lunch, an alternate will be provided for lunch . . . not to extend more than 3 alternate meals.

\*If a student has a negative balance, no extra food items will be allowed to be charged to the account.

\*No charging will be allowed the last two weeks of every school year to make certain that all debts are paid in full by the end of the year.

\*If a balance remains outstanding at the end of the school year, the District will carry over outstanding balances paid upon graduation.

### **Methods of notifying parents of negative lunch balance. . .**

1. Parents receive telephone calls from our automated SchoolConnects notification system for students with a negative balance of 5 or greater.
2. The district will send out letters to parents who have not replenished their accounts
3. Parents may also sign up to receive low balance email notices. Log on to [www.payforit.net](http://www.payforit.net) and select the "Sign Up" option from the menu. A screen will guide you through the process to establish your account.
4. Cashiers notify students of negative balances in the lunch lines.

***If there are financial problems, please contact the school cafeteria supervisor and we will implement a payment program or you may print an application for a Free & reduced price meal application. The application is available on our school website. If you need assistance please call Terri Hutchison, 330-533-5507 ext 2411***