

Bethel Hill Charter School - Charged Meal Policy

(Revised 8/20/19)

To comply with guidelines, the BHCS Board of Directors passed a policy on charging meals in the cafeteria. The policy goes into effects immediately.

Parents who are required to pay for meals are expected to provide payment in a timely manner. Customers may pay for meals in advance to avoid having to bring money on a daily basis. However, no Bethel Hill Charter School student will be deprived a meal due to forgotten or lost meal money. The parent is responsible for repaying the money to the cafeteria the day following the charge. Payments can be made online at www.k12paymentcenter.com, or in person in the cafeteria.

The following guidelines will be used to collect money for charged meals:

A copy of the charge report will be sent to the principal weekly or as requested.

1st Charge and every charge after: Cashier will remind student to bring money the next day. Extra items cannot be charged.

Charges that are \$5 or greater: A phone call, and/or email will be sent to customers indicating the amount owed on the account. Extra items cannot be charged.

Charges that are \$10 or greater: An invoice will be sent home via US Mail by the Child Nutrition Manager requesting payment be made within 5 days. The Child Nutrition Manager will document the date the letter was sent to the parent. Extra items cannot be charged.

Charges that are \$15 or more, or if a student is without meal money on a consistent basis: The principal will investigate the situation more closely including visiting home to examine need, contacting parent to discuss payment schedule, and/or helping the parent apply for meal benefits. Completion and approval of free or reduced meal benefits does not eliminate prior meal charges. If a parent regularly fails to provide meal money and does not qualify for free meal benefits, the Principal will notify the Department of Social Services for suspected child neglect and/or taking legal steps to recover the unpaid meal charges. Parents are expected to pay all meal charges in full by the last day of the school year.

If at any time a family's financial situation changes and the parents want to send in a new application for free and reduced meals, they may request an application from the office. We are interested in providing the best possible meals we can afford. Thank you for your support of our Child Nutrition Program.

Board Approved:

Joe Berghill Chairman

Date: 10-8-2019