

--- Student Meal Charging Policy & Procedures ---

Chowchilla Elementary School District (CESD) believes every child should have the opportunity to enjoy a nutritious breakfast and lunch at school. Our cafeterias provide nutritiously balanced hot meals to hundreds of students each day. Please visit the Food Services section of the CESD website for information and on-line forms.

CESD Board Policy BP 3551 and Administrative Regulation AR 3551, Food Service Operations/Cafeteria Fund, describe District Policy & Procedures. State and Federal Law govern this Policy and Regulations. They are available on the CESD website. Specific meal charging procedures including limits, notifications, payment options and positive, fair treatment of students, consistent with Board Policy & Procedures, are;

- ❖ Food Services will ensure the district charging policy and procedures are followed and provided in writing to all families.
- ❖ Meal charging of up to \$10.00, per student, is allowed so that students shall have access to school meals.
- ❖ A letter of negative meal balance for each student account will be generated by each cafeteria cashier and sent to parents or guardians each week via classroom teachers and/or U.S. mail. Payment is expected upon receipt of notice.
- ❖ For unpaid debt, follow-up calls to parents may occur to make payment arrangements.
- ❖ To potentially avoid a negative meal charge balance and subsequent communications,
 - Complete a Free or Reduced price meal application. It is easy and you may qualify. Please request a form or complete it on-line. All information is held confidential.
 - Keep a positive balance by pre-paying your student's account by sending a check or cash to your school cafeteria. Checks should be written to "CESD Cafeteria".
 - Pay on-line using myschoolbucks.com, directly, or go to the CESD Food Services website and click on the 'myschoolbucks' button. It is easy and secure.
 - All payments to the cafeteria will be processed and accounts updated upon receipt.
- ❖ Students shall not be denied cafeteria meals due to outstanding negative meal charges.
- ❖ All menu options shall remain available to students with outstanding meal charges.
- ❖ Students shall be treated with dignity in the cafeteria and not shamed, embarrassed or divided from other students due to outstanding meal charges.
- ❖ Collection efforts for meal charges or unpaid debt, will not be directed at any student. Meal debt is the responsibility of parents or guardians and will be managed with them.
- ❖ Food Service staff shall be routinely trained to adhere to District Policy & Procedures.

Students are offered a nutritious breakfast, lunch and afterschool snack each school day.

The school district participates in the *National School Lunch and Breakfast Program*, so rest assured that your child's school meals and snacks meet or exceed the USDA and State guidelines! That makes eating at school an excellent, healthy choice for your child!

If you have a question or comment about any aspect of the food service program, please contact Bill Dunlavy at 665-8027 or Elizabeth Tornero at 665-8037. Thank you for your support & interest in our school meal programs.

The USDA is an equal opportunity provider, employer, and lender.