

**Danvers School Lunch Program**  
**62 Cabot Road**  
**Danvers, MA 01923**

In recognition that a child's nutrition is very important to a successful learning experience the Food Service Department will make accommodations for students that have no money in their account or have forgotten their money. As with any institution the school system has an obligation to be fiscally accountable and cost effective. In an effort to meet these two priorities the following procedure will be followed:

**Charging Procedure**

- All parents/guardians will receive a low balance alert by email or mail.
- Middle and elementary students that do not have a balance or forget money for that day will be allowed to charge a total of 3 meals (up to \$9.00) and will receive a regular meal for lunch for that duration. Principals and parents/guardians will be notified by mail or email of the negative balance on Fridays.
- If a student needs to charge a lunch after the maximum charge amount referred to above is met, the student will receive an alternate lunch (sunbutter or cheese sandwich, vegetable, fruit and milk) and be charged \$3.00.
- If funds are not collected the student will receive the alternate lunch for up to 10 school days. If full payment is not received by the end of ten days then the student will not be able to receive school meals. The Food Service Department will inform the parent/guardian that they are responsible to provide the student with food while at school.
- Students will not be allowed to charge desserts, ice cream, second entrees or snacks.
- High School students will not be allowed to charge lunch, they will be instructed to see an Assistant Principal if they do not have money for lunch.