

Cafeteria Meal Charging Procedures

It is the intent of the Greenwich Central School District to provide meals for students in the most effective manner possible. In order to accomplish this objective, it is important that all meals be paid for. The National School Lunch and Breakfast Programs were created to provide nutritious meals for students from families with incomes below set guidelines. Students from families with incomes above these Federal guidelines are expected to pay the regular price for all meals. Families are encouraged to apply for free and reduced price meals if they experience a drop in income during the year. Applications will be provided upon request.

It is recognized that the cafeteria serves students who are not experienced at managing their finances. Events will occur when students are forgetful. For this reason, cafeteria staff will communicate with students, teachers and persons in parental relation to collect the required payments for meals. Adults are encouraged to prepay meals for their students in any amount for any future period. Payments can be made online, by check, or cash. The following guidelines will govern student meal charging:

1. Breakfast cannot be charged.
2. No “a la carte” (even 2nd entrees), snacks, bottles beverages, and ice cream may be charged.
3. Students K-12 are allowed to have **three** unpaid school lunches on their accounts.
4. Charges are expected to be paid immediately.
5. After three meals are charged, one or more of the following may occur:
 - Elementary students, K-6, will be offered a peanut butter or cheese sandwich, fruit, and milk which will be added to their charge as another lunch.
 - Secondary students, 7-12, will not be allowed to purchase lunch until at least one lunch is repaid.
 - Parents will be contacted and asked to pay immediately.
 - Instructions will be provided on how to bring a lunch from home.
 - Referral will be made to appropriate school staff such as, nurse, Principal, counselor and/or social worker.
 - A letter will be sent home.
6. If a student who charges brings money to buy a lunch, they will be allowed to buy one lunch **only** until all charges are paid.
7. Exceptions will be under the authority of the Cafeteria Manager.