

## **Meal Charge Policy**

### **I. Purpose**

The goal of Cirrus Academy Charter School is to provide students with healthy meals each day. However, unpaid charges place a large financial burden on our Food Services Department. The purpose of this policy is to insure compliance with federal reporting requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student and adult meal balances.

The intent of this policy is to establish uniform meal account procedures throughout Cirrus Academy Charter School. The provisions of this policy pertain to second breakfast and second lunch for students and regular priced school breakfast and lunch meals for adults only.

### **II. Policy**

**CEP Meal Benefit** – allowed to receive a free breakfast and lunch each day. A la carte purchases must be prepaid with cash, check or money order to the Cirrus Academy Charter School Nutrition Director.

#### **ALL CIRRUS ACADEMY CHARTER SCHOOL STUDENTS WILL EAT AT NO COST**

**Students/Parents/Guardians** – pay for meals in advance with cash, check or money order to the Cirrus Academy Charter School Nutrition Director.

**Refunds** – for withdrawn, and graduating students; a written request for a refund of any money remaining in a student account must be submitted. An e-mail request is also acceptable. Students who are graduating at the end of the year will be given the option to transfer to a sibling's account with a written request.

**Unclaimed Funds** – must be requested within one school year. Unclaimed funds will then become the property of Cirrus Academy Charter Schools' Food Service Program.

**Balances Owed** – As of August 1, 2017, all Cirrus Academy Charter School students will eat regular breakfast and lunch at NO COST. Snacks must be paid for at time of service or prepaid to the School Nutrition Director daily. As a courtesy, Cirrus Academy Charter School will allow adult personnel to charge up to 5 days. Visitors are not allowed to charge any meals at all. All outstanding balances must be cleared monthly. Failure to comply may result in payroll deductions through human resources. While the USDA Child Nutrition Program does not require that a student pay for regular breakfast and lunch, Cirrus Academy Charter School does require second meals not accumulate an outstanding balance more than 5 days. Outstanding balances will remain on file and become part of the students' permanent record.

**School Cafeteria** – Cirrus Academy Charter school possess a computerized point of sale system that maintain records of all monies deposited and spent for each student and said records are available by contacting the School Nutrition Director by email or written request.

**LUNCH**

Student Second Meal: \$3.50 Daily

Adult Meal Price: \$4.00 Daily

Visitor Price: \$4.00 Daily

**BREAKFAST**

Student Second Meal: \$1.50

Adult Price: \$2.00

Visitor: \$2.00

Snacks per student: \$.75

Drinks \$1.00

ALA CARTE List available upon request