

Food Service Department Meal Payment/Charging Policy

Collegium Charter School provides students with the opportunity to purchase meals for both breakfast and lunch. Purchases must be made during the posted times. Breakfast is available each school day, and lunch is served each day, except on early dismissal days. Meal of the day purchases should be prepaid. **A la carte items are sold on a cash and carry basis only and may not be charged to student meal accounts.**

Breakfast, lunch, and a la carte prices are posted in our cafeterias and on the *Food Service* page of Collegium's website. Students eligible for free or reduced priced meals are eligible for both the breakfast and lunch meal of the day. There is no charge to students qualifying for free meals, and the cost to students qualifying for reduced price meals is \$.30 for breakfast and \$.40 for lunch.

Prior to the start of each month a menu and payment form are posted on our website to help determine the cost of the meals your child plans to purchase. **When submitting cash or check payments, be sure to allow five (5) days for processing to ensure your child's meal account is funded to cover the cost of their meal purchases.** Please include your child's full name and Food Service PIN on all payments and correspondence. Due to the volume of purchases in grades K-3, cash payments are not accepted at the registers during lunches. Collegium does not issue receipts for payments received; payments will be indicated on www.myschoolaccount.com.

CCS families have access to www.myschoolaccount.com, a web based application that's very easy to use. Families can make an online payment up until midnight from their checking or savings account and have deposits made for the very next day into all of their children's food service accounts. Additionally, you can review your child's purchases over the last 30 days, check account balances, and request an automatic email notification for low account balances. In order to take advantage of this online feature, go to www.myschoolaccount.com and follow the prompts to create a Parent Account. You will need to know your child's birth date and student ID (their Food Service PIN). Food Service PINs have not changed since last year. New students are issued a PIN during the first few days of school. Student records are updated nightly, and all transactions occur over secure connections. Questions about www.myschoolaccount.com should be directed to Mrs. Allen at mallen@ccs.us or 610-903-1300, ext. 6308.

In the event your child does not have enough money in his/her meal account, he/she will be limited to "charging" a maximum of three (3) meals during the course of the school year. After three (3) charges, your child may be denied a meal. This "three (3) meal limit" is in accordance with the requirements documented in a memorandum dated June 13, 2007 to National School Lunch Program Sponsors from the Division of Food and Nutrition. Also, in lieu of the published meal of the day a substitution meal may be provided to students "charging" their meals.

Charging meals creates a negative balance in your child's meal account and places a family in the position of owing money to Collegium Charter School. Subsequently, these situations create the need for billing, tracking, and the collection of outstanding debts. It will also lead to an alternate lunch provision for the student. Charging meals should be viewed as an exception and kept to a minimum, and is only permitted at the school's discretion.

Parents are responsible for making full payment for any and all meals provided to their child. Consequences for failure to do so include but are not limited to the inability to make any cafeteria purchases, withholding report cards, denial of access to *PowerSchool*, and potential legal action.

Students with outstanding food service debts are not permitted to make a la carte purchases until their debt is paid in full. These students will need to eat breakfast at home and bring a lunch to school, as they will not be able to make any food or drink purchases from the cafeteria until their account is paid in full.