

SOUTHWESTERN ELEMENTARY SCHOOL
KINDERGARTEN - 5TH GRADE
CAFETERIA LUNCH COLLECTION SYSTEM & POLICIES
AUGUST 3, 2018

The Southwestern Jefferson County Consolidated School Corporation uses the computer system, *Harmony*, for record keeping and the collection of money. This program works like a bank account. Each student is assigned an account number and an associated card, much like a debit card. When students go through the breakfast and lunch lines, the cashier scans their cards and the computer automatically deducts money from the students' accounts (lunch only). Please note, all students receive free breakfast, but account numbers are still scanned for record keeping and reimbursement purposes. By using this system, only the computer will know if your child is **FULL PAID, REDUCED, or FREE**.

Our goal is to provide nutritious and delicious meals to our students. All meals will follow the nutrition standards set forth by the U.S. Department of Agriculture (USDA) for the National School Lunch and School Breakfast Programs. Breakfast is served daily and is FREE for ALL students. When students arrive to school each morning, they will go directly to the cafeteria for breakfast. Breakfast is optional; however, please encourage your child to eat breakfast each day, whether that is at school or at home before school. Studies have shown that eating breakfast not only provides important nutrients, but it helps improve school performance!

SPECIAL DIETARY NEEDS

If your child has any particular dietary needs, please send a doctor's note describing these needs to Katie King, Director of Child Nutrition. Examples of special dietary needs may include the following:

- Food intolerance or food allergy
- Diabetes, needs a snack at certain times of the day
- Chewing or swallowing difficulties and needs modified food consistencies

PAYMENT

Payments to your child's account can be made online, but cash and checks are also accepted. We recommend depositing at least two weeks' worth of lunch money into your child's account. We **do not** recommend paying day by day as this increases the chance of money getting lost. If paying with cash, please send money in a sealed envelope with the following information:

Student's name and grade
Name of student's teacher
Cash amount

Example: Jordan Jones, 5th grade
Mrs. Brawner
\$40.00

*If sending cash for multiple students, please list ALL names, grades, and teachers' names.

Please make checks payable to **Southwestern Elementary Cafeteria**. Please include all of the student's information as outlined above (this can be done in the *Notes* section of the check or on an additional piece of paper inside the envelope; again, if sending one check for multiple students, please include name, grade,

and teacher's name for each student. Checks should be mailed to the following address:

Mrs. Shannon Ritchie
Southwestern Elementary School
273 S. Main Cross St.
Hanover, IN 47243

If money is sent for multiple students, negative balances will be paid first, and then any money leftover will be distributed equally to each account.

Harmony will provide an itemized account of your child's day-to-day eating activity. This will allow you to see if your child is eating breakfast, lunch, or both.

Extra milk, juice, and ice cream **cannot** be taken out of students' accounts. If your child wishes to purchase these items, he/she will need to bring additional money each day.

PRICES

	FULL PAID	REDUCED (for those eligible)	FREE (for those eligible)
Breakfast	FREE	FREE	FREE
Lunch	\$1.80/Day \$9.00/Week	\$0.40/Day \$2.00/Week	FREE
Extra Milk	\$0.35	\$0.35	\$0.35
Juice	\$0.35	\$0.35	\$0.35
Water	\$0.50	\$0.50	\$0.50
Ice Cream	\$0.50	\$0.50	\$0.50

It is the responsibility of parents/guardians to ensure adequate funds are available in students' accounts so that they may purchase lunch. To avoid negative balances, families must set up their accounts to receive notifications that a student's balance is at or below \$5. To do this, follow these easy steps (steps are shown on following page):

- Log in to *Harmony* with your username and password
- Scroll down the page to "Lunch account options"
- Place a ✓ in the box next to "notify me if the account balance is at or below"
- Enter the number 5 in the box next to "enter a dollar amount"
- Select your method of notification by placing a ✓ in the box next to "email me at this address" and/or "text me at this number"
- Enter your email address and/or cell phone number in the appropriate boxes

Harmony Family Access X

Secure | https://harmony.swjcs.k12.in.us/familyaccess.nsf/student.xsp

notify me of tardies

Grade options

☒ notify me of grades less than

(select a letter grade)

you will receive a notice of the overall grade for a subject, not each assignment

☒ send me a weekly progress report

Discipline options

☒ notify me of discipline entries

Lunch account options

☒ notify me if the account balance is at or below

(enter a dollar amount)

amount must be zero (0.00) or higher

Notification options

☒ email me at this address

[show more email addresses](#)

☒ text me at this number

You may pay weekly, monthly, by semester, or for the entire school year.

Number of school days/month		Full Paid (monthly cost)	Reduced (monthly cost)
August	21	\$37.80	\$8.40
September	19	\$34.20	\$7.60
October	13	\$23.40	\$5.20
November	20	\$36.00	\$8.00
December	15	\$27.00	\$6.00
January	19	\$34.20	\$7.60
February	19	\$34.20	\$7.60
March	11	\$19.80	\$4.40
April	21	\$37.80	\$8.40
May	22	\$39.60	\$8.80
Fall semester total cost:		Full Paid \$158.40	Reduced \$35.20
Spring semester total cost:		\$165.60	\$36.80
Yearly cost:		\$324.00	\$72.00

We invite you to come and eat with your child anytime! If you choose to purchase your meal in the

cafeteria, the cost is \$2.50. You can purchase your meal via cash or check; unfortunately, we cannot accept credit card payment.

POLICY FOR CHARGING MEALS

If a student's account reaches \$0.00, he/she will be allowed 3 charges on his/her account. After those 3 charges, parents will receive a negative balance statement. If the account remains negative and 3 additional charges are made, parents/guardians will receive a phone call from the Director of Child Nutrition or the Assistant Director of Child Nutrition informing you of the unpaid balance. If the account remains negative and 3 additional charges are made (9 total charges), parents/guardians will receive a formal letter from the school. If the account still remains negative, further action may be necessary.

If your financial situation changes and you need assistance with meals, applications for the National School Lunch Program (free or reduced meals) are available in the principal's office and the office of the Director and Assistant Director of Child Nutrition. **YOU CAN APPLY ANYTIME DURING THE SCHOOL YEAR.**

If you have further questions, suggestions, or comments about our program, please don't hesitate to contact us! We look forward to serving your child this year!

Katie King, MA, RDN
Director of Child Nutrition
812-866-6254

Shannon Ritchie
Assistant Director of Child Nutrition
812-866-6211

