

Woods School  
Food Service Program  
Lunch Account Policy

Woods School utilizes a computer software program to keep track of family lunch accounts. As school personnel receive payments for your family, we credit this to your family account. As students purchase meals and milk, they are charged appropriately for deducting funds from the family account. This system is similar to a debit card through your bank, which needs to have funds available before purchases can be made.

Parent(s)/Guardian(s) are encouraged to make online lunch payments, or send one check for the whole family. Checks should be made payable to Woods School and note Lunch Program on the check.

The Food Service Program will review family accounts on a weekly basis. If the balance of the family account reaches minus \$10 per family, an email letter will be sent to the parent stating that the family account is in arrears. Full payment or payment arrangements are expected to be made within seven (7) days of the date of the letter or your child(ren) will not be allowed to utilize the Food Service Program without bringing in a payment.

If the parent or guardian fails to provide the student with a meal, the District will provide the student with a bag lunch of a cheese sandwich and milk for a maximum of three days. A charge of \$1.00 for the bag lunch will be added to the family account.

Parent(s)/(Guardians will be charged the current bank fee for any returned checks due to insufficient funds. This fee is deducted from the family account.

Negative family balances can be carried over to the next school year or turned over to a collection agency or small claims court, as approved by the Board of Education.