

READ

IMPORTANT NOTIFICATION

WEST WASHINGTON ELEMENTARY AND JUNIOR/SENIOR MEAL CHARGING POLICY

Students are expected to pay for meals in advance or on the day the meal is served. Students may not charge meals.

However, since students may be unable to take full responsibility for payments of meals, the cashier may allow the student to charge a lunch and/or breakfast on their lunch/breakfast account. (a \$10.00 charge limit)

The following procedure must be followed when a student charges a meal:

If a child forgets his/her lunch and/or breakfast money, they will be allowed to eat that day's reimbursable meal only. The child will be expected to bring his/her money for that meal the following day. A child will not be allowed to charge more than \$10.00. Once they reach the \$10.00 limit, the child will not be allowed to eat breakfast. However, the child will not be denied food at lunch and will be offered a sandwich and milk.

1) *The cafeteria will send payment reminders for accounts showing a negative balance on Wednesdays of each week for elementary students and Thursdays of each week for junior/senior high students. These will be given to the students to take home.*

2) *If no payment is made by the following Wednesday (for elem) or Thursday (for junior/senior high school), the parent will be called and a letter will be sent to the home.*

3) **After allowing two weeks for a response, a second letter will be sent. This letter will notify them that the Board reserves the right to take them to small claims court if payment is not received within five (5) working days. The parent will be responsible for the cost of small claims which adds a substantial amount to the debt.**

Applications for free/reduced meals are available in the school offices and can be filled out anytime during the school year. However, you must be aware that any meals eaten **BEFORE** the completion and acceptance of the meal application form is the responsibility of the parent.
