



BAUGO COMMUNITY SCHOOLS

Small School Feel~World Class Education

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February 23, 2016

Baugo Community Schools is adopting a new School Meal Account Policy to control/limit the amount of outstanding negative meal account balances within the school district. Full detail of the new policy is attached.

Beginning March 1, 2016, students will be able to charge up to 3 meals. On the 4th day, the school will provide an alternative meal until the student's account balance becomes positive.

Baugo Schools has partnered with an online software program, MealTime, to provide a convenient opportunity for you to view your student's meal account activity and balance. MealTime also allows you to make credit card payments online. Of course cash and checks (made payable to Baugo Community Schools) will still be accepted at the schools. Further details are attached to set up your MealTime online account if you haven't already registered.

The National School Lunch Program provides another opportunity for families that qualify for free or reduced meal prices. If you feel you may qualify due to economic situations you can complete an application. Once an application is approved, the cost of your student's meal will be reduced. Contact Baugo Central Office for further information.

Baugo Schools does not want any child to go hungry and everyone strives to make our cafeterias a welcoming and healthy place. Unfortunately the challenges of unpaid meal charges have left us with no choice but to make changes in the district policy. Please contact Central Office (574-293-8583) with any questions or concerns.

Thank you for your continued support and for accepting this partnering effort for our students' well-being.

Baugo Community

SCHOOL MEAL CHARGE POLICY

Baugo Community Schools Foodservice Charge Meal Policy – Elementary Schools

Charges are designed to cover a situation in which parents or students forget to provide or bring monies for breakfast/lunch. Students who have forgotten or lost money may charge meals in the cafeteria. Under no circumstance may ala carte items (excluding milk) be charged. It is the procedure of the cashier to verbally remind the student that their account is low to try to avoid meal charges.

Elementary/Intermediate students may accumulate up to three (3) breakfast/lunch charges. Charge letters go home once a week; however parents may monitor student accounts via www.mymealtime.com. A verbal reminder is given to the student daily that their account is in arrears. On the third charge the cashier will inform the student that they will be receiving an alternative meal the next day if they do not have money or check.

When the student has accumulated three (3) charges, a phone call to the home that afternoon is required to inform the parent that the student will not be allowed to charge until the account is brought current with a positive balance. A list of the students who received an alternative meal must be sent to the principal daily.

A student may have charges on their account but if they have cash to pay for their meal, the cashier must take the money for the meal and then remind the student that they have charges on their account. A “No Cash Back” policy will be followed for any elementary student.

Every effort will be made to make sure the students are informed before they go through the line at lunch that they will be receiving an alternative meal. Alternative meals will be charged to the students account at a cost of \$.75 each.

Baugo Community Schools Foodservice Charge Meal Policy -- Middle Schools

Charges are designed to cover a situation in which parents or students forget to provide or bring monies for breakfast/lunch. Students who have forgotten or lost money may charge meals in the cafeteria. Under no circumstance may ala carte items be charged (excluding milk). It is the procedure of the cashier to verbally remind the student that their account is low to try to avoid meal charges.

Middle School students may accumulate up to three (3) breakfast/lunch charges. Charge letters go home once a week; however parents may monitor student accounts via www.mymealtime.com. A verbal reminder is given to the student daily that their account is in arrears. On the third charge the cashier will inform the student that they will be receiving an alternative meal the next day if they do not have money or check.

When the student has accumulated three (3) charges, a phone call to the home that afternoon is required to inform the parent that the student will not be allowed to charge until the account is brought current with a positive balance. A list of the students who received an alternative meal must be sent to the principal daily.

A student may have charges on their account but if they have cash to pay for their meal, the cashier must take the money for the meal and then remind the student that they have charges on their account. A “No Cash Back” policy will be followed for any student who has a negative balance in their account.

Every effort will be made to make sure the students are informed before they go through the line at lunch that they will be receiving an alternative meal. Alternative meals will be charged to the students account at a cost of \$.75 each.

Baugo Community

SCHOOL MEAL CHARGE POLICY

Baugo Community Schools Foodservice Charge Meal Policy – High School

Charges are designed to cover a situation in which parents or students forget to provide or bring monies for breakfast/lunch. Students who have forgotten or lost money may charge meals in the cafeteria. Under no circumstance may ala carte items be charged. It is the procedure of the cashier to verbally remind the student that their account is low to try to avoid meal charges.

High School students may accumulate up to three (3) breakfast/lunch charges. Charge letters go home once a week; however parents may monitor student accounts via www.mymealtime.com. A verbal reminder is given to the student daily that their account is in arrears. On the third charge the cashier will inform the student that they will be receiving an alternative meal the next day if they do not have money or check.

When the student has accumulated three (3) charges, a phone call to the home that afternoon is required to inform the parent that the student will not be allowed to charge until the account is brought current with a positive balance. A list of the students who received an alternative meal must be sent to the principal daily.

A student may have charges on their account but if they have cash to pay for their meal, the cashier must take the money for the meal and then remind the student that they have charges on their account. A "No Cash Back" policy will be followed for any student who has a negative balance in their account.

Every effort will be made to make sure the students are informed before they go through the line at lunch that they will be receiving an alternative meal. Alternative meals will be charged to the students account at a cost of \$.75 each.

There will be no charging the last three (3) weeks of school at elementary, intermediate, middle and high schools. Students may continue to use their account as long as it has sufficient funds to completely cover the transaction. This is to ensure that students' accounts do not carryover negative balances. At the end of the school year any account with an outstanding negative balance will be turned over to a collections agency.

Adopted:

Revised: February 18, 2016