

PAYMENT OF SCHOOL MEAL ACCOUNT

In an effort to ensure the effective operation of our food service program, we established the following procedures for student payment of school meals.

A computerized system for tracking individual lunch accounts will be used. Each student will be given an ID number. This ID number will follow each child throughout their years at Holy Name. The ID number will be printed on a tag in the form of a bar code. The students will scan the bar code when they purchase lunch/breakfast. The system will track each account and if necessary reimburse at the end of the school year or carry over to the following school year should they have a positive balance.

Parent's are strongly encouraged to prepay on their child's account. Payments can be made by sending in a marked envelope with child's name, home room number and amount or by using My School Bucks, an online payment service at www.myschoolbucks.com. No child will be refused a lunch if their account is in the negative.

The following practices will be followed:

1. An automated message and/or email will be sent to the parent(s)/guardian(s) weekly indicating a low or negative balance throughout the current school year.
2. A written notice will be sent to the parent(s)/guardian(s) indicating a negative balance for previously charged meals for the current school year at the end of every month.
3. No extra entrees will be permitted to be purchased when there is a negative balance

Collection of Unpaid Meal Charges

Parents(s)/Guardian(s) are responsible for unpaid meal charges. If unpaid meal charges are not paid in full by the end of the current school year, reports cards will not be released.