

SCHOOL MEAL POLICY

It is the policy of the Montrose School District that all school meals should be paid in advance. Prices for meals will be set by the School Board annually. A statement for the family meal account is sent (either mailed or e-mailed) home at a minimum of monthly.

At the beginning of the school year, families are to send money to the school to be deposited in their family account. Any deposit is acceptable; however larger payments (i.e. one month's payment) are encouraged. For budgeting purposes a family could look at the annually set lunch amount and take that times 20 days (estimated number of school days per month) and send that payment monthly.

Account balances are looked at from a family standing. However, the number of children eating is taking into consideration.

- A student may not "purchase" an extra milk with their meal (unless paying with cash) if they currently have a negative balance. The Business Manager will communicate negative balances with the Building Principal and Lunch Cashier.
- \$20 negative balance per child (\$40 for family with two children, etc.) bill is sent weekly.
- \$30 negative balance per child (\$60 for family with two children, etc.) Business Manager shall send a certified letter along with the bill to the parent or guardian.
- If a family balance becomes greater than \$200 at any point, Small Claims or Collection Agency actions will be initiated.

All lunch balances must be paid in full over the winter holiday break and before the second semester begins. Any negative amount will be sent to Small Claims Court or a Collection Agency if not paid in full over the semester break.

All unpaid lunch balances will be sent to Small Claims Court or a Collection Agency after 14 calendar days after the conclusion of the student school year.

Employees may only charge up to the amount of \$20 and if it is not paid by the end of school year the appropriate amount will be withheld from the June 10th paycheck.

Adopted: May 9, 2011