

Meal Account and Ordering Policy

I. PURPOSE

The purpose of this policy is to establish consistent meal account and ordering procedures.

II. GENERAL STATEMENT OF POLICY

- A. Cannon River STEM School believes that providing a hot lunch option to our students is an important and valued service to our families. We understand that a hot lunch program is not only a convenience, but in some cases provides essential nutritional support to students who might otherwise go without. As a small customer (less than 1,000 lunches per day) and no functional kitchen, our meals must be catered from off site.
- B. Being a catered lunch facility, Cannon River STEM School must pay for every lunch ordered, regardless of whether it is served or not. Given that CRSS's general fund is what pays for all student support services (curriculum, teachers, support personnel,) all costs of providing a hot lunch program must be covered by the families who use the hot lunch program, the National School lunch program, and the Minnesota Kindergarten milk program.
- C. The school district will utilize a prepaid system for school meals. There must be a positive balance in student, parent/guardian, guest and employee accounts in order to receive a meal. In certain circumstances (i.e. a parent/guardian, guest or employee genuinely forgets to pay in advance) a student, parent/guardian, guest or employee may be allowed to charge one meal to their account which must then be repaid and the account brought back to a positive balance before any more meals will be served.
- D. It is the parent/guardian's, guest's or employee's responsibility to send money on a regular basis to keep the meal account current. Account balances can be viewed and account balance reminders can be set up online through the TIES School View website.
- E. All lunch orders (students, parents/guardian, guest or employee) must be placed a month in advance by the posted deadline. If a student comes to school without a lunch and has not ordered lunch in advance parents will be called and will need to bring their student a cold lunch.
- F. Students will be charged for lunches that have been ordered even if they leave for the day before lunch is served, are absent from school or have brought a cold lunch and did not eat the lunch that was ordered in advance. If there are extenuating circumstances, i.e. extended illnesses, death in the family, etc. you may be able to change your student's lunch order for a particular day with 48 hours' notice. Please contact the school's office at 507-331-7836.
- G. The school district intends to comply with federal and state law that prohibits denying a meal or milk to any eligible (paid, free or reduced) student as a disciplinary measure.

III. PROCEDURES

- A. The school will make reasonable efforts to notify students, parent/guardians, guests and employees when their account balance is low (\$16.00 or less). Low balance account statements for all students will be emailed home weekly (mailed if the family does not have email).
- B. The school district will not serve students, parent/guardians, guests or employees with insufficient meal account funds, except in certain circumstances, or without the necessary forms for free or reduced meals. The parent/guardian of a student with a zero or negative fund balance will be advised that their child will need to bring their own meals/milk from home.
- C. In unusual cases, students may be provided with an alternative meal (peanut butter sandwich, fruit and milk) for up to 3 days for all students.