



**Meal Account and Ordering Policy  
Acknowledgement Form  
2018-2019**

**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 breakfast and lunch program to our students is an important and valued service to our families. We understand that a breakfast and 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 breakfasts and lunches per day) and no functional kitchen, our meals must be catered from off site.
- B.** Being a catered breakfast and lunch facility, Cannon River STEM School must pay for every breakfast and 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 breakfast and lunch program must be covered by the families who use the programs (National School lunch and breakfast programs and the Minnesota Kindergarten milk program).
- C.** The school district will utilize a prepaid system for school meals. Funds must be available in student, guest and employee accounts or they must have money in hand to receive a meal. In certain circumstances a student may be allowed to charge one meal to their account when funds are not available.
- 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 MySchoolAccount website.
- E.** All breakfast and 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 school before lunch is served, are absent from school or have brought home lunch. Breakfasts or lunches that are ordered in advance, taken but not eaten by the students are still charged. If there are extenuating circumstances, i.e. extended illnesses, death in the family, etc. you may be able to change your student's breakfast/lunch order for a particular day with 48 hours' notice (contact the school at 507-331-7836). You will receive a confirmation from the Meal Programs Coordinator if we are able to cancel the meal and you will not be charged.
- 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.
- B.** The school district will not serve students, parent/guardians, guests or employees who do not have funds available, 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 until there are funds available to cover current meals.
- C.** In some cases, students may be provided with an alternative meal (peanut butter sandwich, vegetables, cheese, fruit and milk) for up to 3 days for all students.

**By signing below you are acknowledging that you have read, understand and agree to the above policy.**

**Student Name:** \_\_\_\_\_ **Parent Name (print):** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_