

The Barkhamsted School

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Kristen Plocki

Principal



District Lunch Charge Procedure

We feel it is important that students not be denied access to meals at lunch time. Therefore, we do allow students to charge meals if they do not have cash or if their lunch account is running a negative balance. However, we feel it is also important that lunch accounts not be allowed to be delinquent for extended periods of time (a delinquent debt as defined by the Nonprofit School Food Service Account is any money owed to the school lunch program). Students with lunch accounts that owe more than \$10 will **ONLY** be served a cold cheese sandwich, fruit, vegetable and milk. Their lunch account will be charged for the meal. This will occur until the lunch account is paid in full. If accounts continue to be delinquent, year-end report cards will be withheld.

In order to avoid problems with lunch accounts, there are three ways parents can pay for lunches.

- **Electronic Payments:** *Most secure method.* Parents can use the online electronic payment system to put money into their student's account. Electronic payments may take up to 48 hours to post onto the account. Please access the payment system through the following link. If you need ID and pin #s please call the main office. <https://wav.rodlan.com/#QmFya2hhbXN0ZWQ>
- **Check:** Parents can write a check daily, weekly or monthly. The payment will be applied to the student's lunch account and can be used by the student at any time. Make checks payable to the **Barkhamsted School Lunch Program.**
- **Cash:** *Least secure method.* Parents can send cash on a daily, weekly or monthly basis. Please note that we cannot be responsible for lost money. We ask that money is placed in an envelope and clearly marked with student's first and last name and grade/teacher's name.

If your family is facing difficult financial circumstances, free and reduced price meal applications are also available online at: <http://www.barkhamstedschool.org/pages/home/school-lunch-program/free-and-reduced-lunch-application-documents.php> and may be submitted at any time during the school year. You can also call the main office and ask to have an application sent home with your student.

Please do not allow your child's account to reach the stage where we have to take their "choice" of lunch away. You can prevent this by checking your child's account on a regular basis. We have found that students may be buying lunch and/or snacks without their parents' permission. This has caused accounts to be underfunded without parents' knowledge. Any parent wishing to not have their child/children buy snacks must inform the cashier via written note or email. Please set up clear expectations for when and how often your child will buy lunch at school. We don't want students to be unhappy when their choice of lunch has been taken away. We want their experience in the cafeteria to be a positive one.

Sincerely,

Darlene Sczygiel, Kitchen Manager

This institution is an equal opportunity provider.

The Barkhamsted School: We S.O.A.R. to Success