

FOOD SERVICE COLLECTION

Parents and/or guardians are responsible for providing their child with meals during the school day. The Paul School provides breakfast and lunch service. The parent(s) and/or guardian(s) have the choice of either paying for meals thru the food service program or sending their child to school with a “brown bag” lunch...

Parents and/or guardians may deposit money into their child(ren)’s account(s) in the following manners:

- Sending in or bringing in a check or cash.
- Applying money to the online account with a credit or debit card.

Parents and/or guardians are encouraged to deposit a minimum of two weeks of breakfast and/or lunch money into their child(ren)’s account, and required to maintain a positive cash balance during the entire school year.

Parents and/or guardians will be notified by the Food Service Director (via telephone, e-mail, or printed notice) if their child’s account reaches a zero balance. Parents and/or guardians are asked to make a deposit into their child’s account as soon as possible after notification.

RETURNED CHECKS:

Bank fees incurred on any check returned for insufficient funds will be charged to the parents and/or guardians. If any check is returned for insufficient funds, the student will be required to pay for their lunch in cash for the remainder of the school year.

Collection procedures will be initiated for any student account that has a negative balance that exceeds a maximum dollar equivalent of three meals defined as the “account cap” in the meal policy (EFA). The procedures will include a certified letter/return receipt to the responsible party. This letter will be followed by a telephone call from the Food Service Director, Assistant Principal, or Social Worker.

Parents and/or guardians will have two weeks after receipt of the certified letter to speak with the school and make arrangements for payment. If there is no response within the two week period, legal action will be taken. The cost of any legal action will be the responsibility of the parents and/or guardians. The cost will be added to the balance owed.

ECONOMIC HARDSHIP:

In cases of economic hardship, parents and/or guardians are encouraged to file an application to participate in the national free and reduced meals program. Applications are available at the school or on the Paul School website. The information provided is completely confidential. Any

Mr. Stephen Brown , Chairperson
Mr. Relf Fogg
Mrs. Bonnie Cyr
Mr. Robert Ouellette
Mrs. Norma Joy

Adopted by the Board: 6 August 2013

outstanding money owed to the food service program prior to being approved for free or reduced lunch is still owed by the parent and/or guardian.

Parents and/or guardians are encouraged to apply for free and reduced meals if their economic situation changes during the school year.