

## SUBJECT: Lunch Charge Policy

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### Summit Academy Schools Directive

We as a school participate in the national Federal school lunch program. Pricing policies for school meals are determined at the local level including decisions about whether or not to extend credit to parents who do not have lunch money in their student accounts or whether or not to provide alternate meals to such students. It is the parents' responsibility to ensure that their child has money in his or her meal account.

The purpose of this policy is to explain how Summit Academy will notify parents about money owed for student meals; of the school's procedures for providing meals if students' accounts are delinquent; and to assure and remind parents and school employees that elementary students will never be confronted or embarrassed about money owed for school meals.

- a. A school meal consists of main meal (hot or sandwich) a choice of one drink (milk, juice, water) and a trip to the fruit and salad bar (with 2 to 3 choices of fruit and 5-6 choices of veggies). Grades 6-12 can buy extra foods a la carte, at extra expense.
- b. Lunch cost is : Elementary: \$2.50 Jr.High: \$2.75 High School: \$3.00 Adults/Staff: \$3.50
- c. Parents could qualify for Free or Reduced (\$0.40) meal by filling out an application available on our web site [www.summitacademyschools.org](http://www.summitacademyschools.org) or at the front offices. If the student's family receives benefits from (SNAP) or (FEP), (FDPIR) they do not need to fill out an application but need to inform the school lunch secretary Ambra Gardner or Marty Allen at 801-572-9007.

Meals can be paid for electronically using [secureinstantpayments.com](http://secureinstantpayments.com) or at school offices with cash or check with student ID and name.

### Identification of Delinquent Accounts: Students

1. Each student account balance will be reviewed on a weekly basis.
2. Parents/staff will be notified by an e-mail sent by the lunch secretary every week for negative accounts of **-\$5.00** or more.
3. Cashiers will ask students/staff if they have any payment from home (6- 12 grade). Students in the negative will **NOT** be able to buy a la carte items.
4. Phone calls to homes by the lunch secretary when account reaches **-\$15.00**.
5. Delinquent accounts of **-\$25.00** will be sent a letter home. Students (K-8 grade) maybe given an alternate meal @ \$1.25 charge, \$0.40 for reduced eligible students. Students will pick up their lunch at the office. (Alternate meal consists of a sandwich, fruit, drink)
6. Principals will be notified after **-\$35.00** delinquency to make arrangements with parents to make payments. Students **will** be given an alternate meal. Taken to the office to pick up.
7. If no response accounts will be sent to collections at the cost of the customer.

**\*\*In May, the last month of school, any students in the negative will be given an alternate meal \*\***

\*Refunds will be issued to parents upon request.\*

\*No refunds under \$10.00, handling cost.\*