



# MOSCOW CHARTER SCHOOL

Science • Technology • Engineering • Arts • Math

## 2018-2019 LUNCH PROGRAM AGREEMENT

Moscow Charter School serves FDA approved hot lunches. Lunch is prepared at an offsite kitchen and transported to MCS; orders are placed each morning before 9:15. Parents are responsible to provide a lunch for their child in the event that the child forgets to order or arrives at school after orders have been placed without making prior arrangements.

***Lunch payments must be made in advance and a positive balance must be maintained in your account.***

***Ultimately it is the parent/guardian's responsibility to maintain a positive balance.***

The business manager will check your balance weekly and will notify you if your balance has dropped below \$0.00. At this time, payment on your balance as well as additional money for future lunch purchases needs to be submitted to the office within 3 business days. Once per month, the business manager will send a statement to any family that has an unpaid balance. Any unpaid invoices greater than 30 days old will be assessed a 5% finance charge. Seriously delinquent accounts will be turned over to a collection agency.

The recommended initial payment at the beginning of the school year is \$50.00. On-going payments should be sufficient to cover one month of lunches and milk. At the end of the year, any remaining balance will be carried over to the next year or you may request to have the balance refunded to you.

**PAYMENT OPTIONS:** Payments can be made via bill pay, check, cash, or credit card via PayPal. *The parent/guardian will be charged the current bank fee and a \$5 administration fee for all returned checks.*

**Please note:** you will be responsible for any fees MCS incurs through PayPal that are associated with the transaction. For example: a Payment of \$100 minus 2.2% (PayPal fee) + .30 (PayPal transaction fee), will result in the actual deposit to your account equaling \$97.50.

**FREE & REDUCED LUNCH PROGRAM:** Families are required to apply each year, even if they qualified last year, unless the family is notified that they are directly certified. **An application must be filled out at MCS, even if one has already been filled out with Moscow School District.**

Lunch prices, menu, applications, and PayPal link can be found on our website.

*By signing this form I understand that I am required to keep a positive balance in my account, and I will reimburse the school promptly when/if my child receives a hot lunch.*

Child(ren's) Name(s)

Date

Parent/Guardian Signature

*This institution is an equal opportunity provider.*