



# Voyage Academy

## Negative Balance Procedures for the Voyage Academy School Food Program

In order to provide students at Voyage Academy with the best possible food service, the following procedures regarding negative account balances was implemented August 2012.

1. Voyage Academy encourages parent/guardians to pre-pay for lunch and breakfast.
2. When a food account is more than \$5.00 negative, a courtesy email is sent home.
3. Letters are sent home, on a weekly basis, with notification of negative balances.
4. When a food account balance is more than \$10.00 negative, a phone call is made.
5. A maximum of three hot lunches will be allowed to be charged prior to implementation of a sack lunch consisting of PB&J and a fruit. Students should not go through the lunch line, but proceed directly to the cashier.
6. Once balance notification has been sent out, parent/guardian will have 5 days to contact Voyage Academy to arrange payment.
7. Student accounts with balances higher than negative \$20.00 dollars (for which payment arrangements have not been made) will be subject to account closures.
8. Parent/guardians are encouraged to submit free/reduced food applications forms yearly. Applications can be submitted at any time and are available in the office, on our website, and through the school student information system.
9. Parents/guardians are strongly encouraged to monitor their student's food balances.
10. Voyage Academy is committed to provide a quality meal to those who participate in the school food program. However, the responsibility lies on the parent/guardian to satisfy all financial obligations to the food program in a timely manner.

This institution is an equal opportunity provider.