



FOOD SERVICE POLICY FOR CHARGING MEALS

It is the primary responsibility of the parent/guardian to provide their child a lunch, whether it is brought from home or funds to purchase one. A positive account balance is expected to be maintained. Charging into the negative is considered temporary, and a privilege offered to households who might lose track of their account balance. The following policies will be put in place **effective March 1, 2021**:

All Comstock Park students are allowed to charge meals, should they forget their lunch money, up to a -\$10.00 balance. Once a student's negative balance exceeds this amount, the student will be placed on the alternate meal list until the negative balance is paid in full. The food service director will send the Alternate student meal list to the appropriate teachers and principals in an effort to help contact guardian's and properly order student lunches. Secondary students will not be allowed to charge A-La-Carte items once they carry a negative balance.

Courtesy e-mails and deposit requests will be sent weekly (Monday) to alert parents when meal balances fall into the negative. Parents can help by updating their e-mail information in PowerSchool. Households may view account balances and meal history in their PowerSchool Parent account via School Pay. Households may also call or email the Food Service Department to inquire on a balance.

Payments are accepted at each building with cash or check in the office, cafeteria, or child's classroom. Online payments can be made through your PowerSchool Parent Account via School Pay. Here are the instructions for paying online.

English- https://www.cppschoools.com/downloads/food_service/powerschool_brochure_2020.pdf or

Spanish- https://www.cppschoools.com/downloads/food_service/powerschool_brochure_spanish_2020.pdf

Comstock Park Public Schools does not allow food shaming in our district. Student's with negative balances **will not** be asked to perform chores to pay for their meals. Students with negative balances **will not** be singled out or shamed by requiring wristbands or stamps. If a child already has a school meal on their tray, we **will not** take it away or throw it out. The student's account will be charged for the meal. The administration team will reach out to parents/guardian's first to discuss students negative balance issues through telephone, mail, or email. If we are unable to reach the parent or guardian we will privately speak to the student.

Comstock Park Public Schools understands there are unforeseen circumstances from time-to-time, and will be happy to work with you. If you are experiencing financial hardship, please fill out a new Free and Reduced meal application, which can be found at <http://www.cppschoools.com/district/departments/food-service/> or simply by going to <http://www.lunchapp.com>. Only one application needs to be filled out per household.

Please direct all questions to Melissa Alley, Food Service Director, at 616-254-5242 or malley@cppschools.com.