

ORCHARD FARM R-V SCHOOL DISTRICT 2022-2023 MEAL CHARGE POLICY

Dear Eagle Families,

The following Meal Charge Policy will be observed at every school:

While it is strongly encouraged to maintain a positive balance in your child's lunch account at all times, students will be allowed a maximum of \$15.00 in meal charges.

- Students will be notified by the cashier when they exceed the \$15.00 meal charge and a call will be made to their home by the front office.
- Meal charges may only be accrued for the purpose of purchasing a **first** breakfast or lunch meal.
- Students must have money on their accounts to purchase any ala carte items, extra entrees, or extra meals. **No student, regardless of eligibility, will be allowed to purchase these items if they have a negative balance on their account.** If you would like to restrict your child from purchasing ala carte items, please send an email to chartwellsfoodservice@ofr5.com
- Students are not allowed to purchase another students meal at any time.
- ALL staff members will be expected to use the same guidelines when purchasing adult meals.

You can monitor your child's lunch account balance online through the District's Parent Portal. Simply click the MEAL tab to see your child's current balance, total payments, total charges, and even detailed information on what your child buys each day. ****If you are unable to access the online system, you may also obtain the account balance by contacting the food service office at 636-695-8401 or 636-695-8402. ****

Collection Procedures

- Email notifications will be automatically sent out anytime the lunch account reaches a negative balance greater than \$1.00.
- Students will be notified when they exceed the \$15.00 meal charge and a call will be made to their home.

Money can be added to a student's lunch account by cash, check, or online payment.

1. To pay by cash or check, please use the Meal Payment envelopes, which can be found in the main office, cafeteria, or at the hallway deposit boxes. You may use your own envelope if you do not have a Meal Payment envelope; Please be sure to provide the following information:
 - Student Name
 - Amount to be deposited
 - Name of building student attends

Please make checks payable to Orchard Farm School District (**NOT Chartwells**) and have your child give it to the school office or cafeteria staff.

2. To pay online, log into the Tyler SIS Parent Portal, go to the MEALS tab and select the ONLINE PAYMENT button.

Financial Assistance

If you need financial assistance with school meals, please complete a Free and Reduced lunch application. Free and Reduced lunch applications can be obtained through the Food Service page of the district website or by requesting one from the office at your child's school.

Thank you for your cooperation and understanding which will ensure the success of our district food service department. We look forward to serving your families through another school year!

Julie Parrish

Director of Dining Services

In accordance with Federal law and U.S. Department of Agriculture (USDA) policy, "This institution is an equal opportunity provider."