



WASHINGTON CATHOLIC SCHOOLS

Early Childhood Center
310 N.E. 2nd Street
Washington, IN 47501
812-254-6739

W.C. Elementary School
310 N.E. 2nd Street
Washington, IN 47501
812-254-3845

W.C. Middle/High School
201 N.E. 2nd Street
Washington, IN 47501
812-254-2050

WASHINGTON CATHOLIC SCHOOLS **CHARGING PROCEDURE FOR STUDENT/ADULT MEAL ACCOUNTS**

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. Washington Catholic Schools will adhere to the following meal charge procedure.

- All cafeteria purchases are encouraged to be prepaid before meal service begins, this can be done by sending in lunch money with your child to turn into the office, classroom teacher or to the cafeteria manager. You may also add money to the lunch account by paying online through Titan at linqconnect.com with a debit or credit card.
- A student may charge up to \$15 maximum as long as they establish and maintain a good credit history of making payments on their food service accounts.
- A staff member may charge up to \$15 as long as they establish and maintain a good credit history of making payments on their food service accounts. If the balance exceeds \$25, payment(s) will be deducted from payroll.
- A student who has a negative balance more than \$10 will not be allowed to charge or purchase "a la carte" item(s), including extra main entrees.
- If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building principal as this may be a sign of abuse or neglect and the proper authorities should be contacted.
- The school reserves the right to provide an alternative meal of peanut butter or a cheese sandwich to a student who pays reduced or full price and who does not provide the required payment for that meal if the account is in the negative of \$25.
- The food service manager or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges with notes home, emails, texts or phone calls.
- If food services staff suspects that a student may be abusing this policy, written notice will be provided to the parent /guardian that if, he/she continues to abuse this policy, the privilege of charging meals will be refused and student will be asked to bring a lunch from home.
- The automated email system will notify parents daily of any outstanding negative balance in the student's lunch/meal account. The food service manager will also send home letters each week to parents of students who carry negative balances.
- All accounts must be settled by the end of the school year. Notices will continue to be sent home the month of May on all accounts with negative balances. Negative balances of more than \$50 not paid in full by the first week of June will force the school to take action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by the Corporation.
- Students who graduate or withdraw from the corporation and have \$5 or more left in their meal food service account will be notified by phone call during the end of the last grading period. Parents have the option to transfer the funds to another student or to receive a refund. Students who graduate or withdraw from the corporation and have less than \$5 in their meal account will not receive a direct notification, but the household can contact the cafeteria manager (812-254-7866) to receive a refund. If no response is received within one week after the end of the school year, the student's lunch account will close and the funds will no longer be available. Unclaimed remaining balances will be transferred to an unclaimed balance fund.