

FOOD SERVICE MANAGEMENT POLICY

The Pelham School Board recognizes the importance of a nutritionally and financially healthy Food Service Program. Multiple studies have shown that well-fed students have more success in the classroom. The Board expects the food service program to meet or exceed all USDA guidelines and offer the students a healthy, safe and economical program. In order to achieve financial independence, the Pelham School Board will review meal prices every June. The pricing shall be set to cover all costs of the program while keeping the interests of the community in mind.

The Pelham School Board directs the Food Service Director to have a procedure to communicate with students and parents about the status of the food service account. The Food Service Director will coordinate with the district leadership team to implement the planned procedures for notification of the account status. Every effort will be made to collect over due money to these accounts. In certain situations, an emergency meal will be given to students whose accounts are past due, consistent with the procedure.

FIRST READING

DRAFT April 9, 2008

Adopted on

Copyright © 2006, New Hampshire School Boards Association. All rights reserved.

NHSBA sample policies are distributed for resource purposes only, intended for use only by members of NHSBA Policy Services.

Contents do no necessarily represent NHSB legal advice or service and are not intended for publication

FOOD SERVICE ACCOUNT PROCEDURE

Charging of Meals

The Food Service program operates a debit card system which allows parents to prepay for lunch, milk and/or snacks. Parents/Guardians are expected to prepay and not allow the account to become past due.

If an elementary student's account becomes \$5.00 past due, the parent/guardian will be notified by the office that the account must be paid in full within 1 week or the child will receive an emergency meal. If a middle school student's account is past due for 2 meals, the child will be offered the emergency meal until the account is paid in full. High school students will not be allowed to charge, but will be offered an emergency meal. The emergency meal will consist of a tuna sandwich, fruit or juice and milk and the account will be charged for the meal. Credit will not be extended to staff.

Food service will make every effort to inform parents as to the status of the child's account. Elementary students will receive bills, if needed, as often as twice a week and a low balance reminder once a week. Middle and high school students will be told of the account status as they purchase their meals and/or snacks.

Parents/Guardians can send payments into the schools through payment envelopes. Parents/Guardians can send any amount of money to be put on their child's account. The food service program will make available to parents online access and online payment options as the technology becomes available.

FIRST READING

DRAFT April 9, 2008

Adopted on

Copyright © 2006, New Hampshire School Boards Association. All rights reserved.

NHSBA sample policies are distributed for resource purposes only, intended for use only by members of NHSBA Policy Services. Contents do not necessarily represent NHSB legal advice or service and are not intended for publication