

Regional School District 14 Cafeteria Policies and Procedures

Dear Parents/Guardian:

Regional School District #14 lunch program is enrolled in an on-line payment system. Parents will now have the ability to pay for their child's lunch on-line. With this new system parents can pay for lunch, check their lunch balance, and print out a transaction history for thirty (30) days.

Each student in the region has two (2) sets of identification numbers, a four (4) digit pin number students use to purchase food in the cafeteria and a seven (7) digit ID number parents will use to deposit money using the on-line payment system.

With the ability to check your balance in two (2) different ways, one through the region's phone notification system and the other through the on-line payment system, the cafeteria department now has a new policy for charging lunch.

The following is our policy for charging lunch:

I. Lunch Charge Policy

Cafeteria policy for all Region 14 schools, students are limited to one charged lunch per day. There will be no charging of a la Carte' items

A phone call is made to the home three time per week when the account is in the negative. Phone calls will continue, three days per week, until the negative balance is paid.

Students with any negative amount are allowed to purchase one reimbursable meal.

Students with *any negative amount* are not allowed to purchase a la carte items, including milk.

II. Bad Debit

In the event that the school year ends all effort will be made to collect the remaining negative balances.

The board of education will pay all negative balances at the end of the school year. All students will start the next school year with a zero balance

. Refunds

A. Withdrawn Students

For any student who is withdrawn, a written request for a refund of any money remaining in their account must be submitted. An e-mail request is also acceptable.

B. Graduating Students

Students who are graduating at the end of the year will be given a refund of their balance. Students with balances of \$5.00 or more will need to submit a written or e-mail request to receive a refund.

Funds can also be transferred to a sibling's account with a written request.

IV. Balances Owed at End of Year

All accounts must be settled at the end of a school year. Letters will be sent home approximately four to five days before the last day of school to for all students whose balance are in the negative.

Balances may be checked at any time by e-mailing pbrooks@ctreg14.org or calling the Food Service Director at 203-263-3190

V. Unclaimed Funds

All refunds must be requested within one year. Unclaimed funds will then become the property of the Regional School District #14 School cafeteria.

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Wayne McAllister, Director of Operations