

Belleville Mennonite School

Meal Charge Policy

The school meal program at BMS aims to provide nutritious meals and snacks to children during the school day. Children may receive lunch at no charge if they are categorically eligible for free meals or if they qualify for free meals based on Federal guidelines. Children who do not qualify for free meals may purchase meals at either the reduced price (if eligible) or paid rate. All students, K-12, also have the opportunity to purchase a la carte items each day. In an effort to assure that all foods purchased by students are paid for in a timely manner, BMS will follow these guidelines:

- Prepayment of lunches and additional funds for a la carte items will be encouraged through notification to families of the payment options available. These options include online payment and check or cash payment sent in the mail, with a student, or made in person at the school office.
- As an incentive, families will receive a free lunch for every 25 full-price lunches they choose to prepay.
- The point-of-sale system (RenWeb) will be set up to automatically send a daily email notification to a parent or guardian when a student's lunch account balance is below -\$1.00.
- A student will not be refused lunch, regardless of any balance due on their lunch account.
- Parents may place restrictions on their family account which limits a child's spending on a la carte purchases.
- One new lunch card will be given to each student on the first day of school. A second photo lunch card will also be provided after school pictures are taken. If a student loses their lunch card, the cafeteria will replace it once, free of charge. After that, the student's lunch account will be charged \$3.00 for each additional card given.
- If a student has a negative balance for more than a week, he/she will not be permitted to purchase A la Carte items until the balance is paid in full.
- Any communication with students regarding their account balance will be handled with utmost discretion in order to maintain confidentiality. All efforts to communicate with parents or guardians will be done confidentially via email, personal phone calls or sealed letters.

- Unpaid meal or a la carte charges are considered “delinquent debt” when payment is overdue by one month. At the end of each month, the Food Service Director will print a report listing all accounts with a balance due. Any family accounts with delinquent debt will receive a printed statement indicating that payment is due upon receipt. If that family does not currently receive free or reduced lunches, they will be encouraged to submit an application. In addition to the daily notification email being sent out, a printed statement will be sent each month until the balance is paid in full.
- At the end of the school year, any delinquent accounts will receive an Outstanding Balance Letter from the Food Services Director, indicating their personal responsibility to pay back debt.
- At the end of the fiscal year (June 30th), any remaining delinquent accounts will be listed in a report by the Food Service Director and submitted to the Business Manager. One final notification will be sent by the Business Manager, indicating that all account balances must be paid in full prior to their student(s) beginning classes the following school year.