

Muskegon Catholic Central

Meal Charging Policy

Goals

- To ensure that students have a healthy meal and that no child goes hungry.
- To treat all students with dignity and confidentiality in the serving line.
- To foster clear, positive communication among administrators, students, and parent/guardian to ensure that negative meal balances are paid in a timely manner.

Please keep a balance in your student's meal account

- Students who do not bring a lunch from home or do not have funds to purchase a lunch will be allowed up to three lunch credits (\$8.70/MSHS or \$7.20 Elem) resulting in a negative balance. Only the normal hot lunch may be charged. Extra food purchases are not allowable if the student has a negative balance.

Please note: If your student receives free/reduced lunch, milk is only free if they purchase a meal. If the student brings lunch from home, there will be a \$.55 charge for milk.

- Muskegon Catholic will notify parents via email/phone as soon as the account goes negative and will continue to notify. Please make sure that your email/phone is up to date with the school office. Our staff will make every effort to assist parents/guardians by keeping them informed when a negative charge occurs. Lunchroom cashiers will verbally notify the MS/HS students when their lunch account is low, specifically when it becomes a negative balance. After the student reaches the charge limit, a request for payment notification will be mailed home from school administration.
- Please remit payment for all charged meals (negative balance) on the next business day.
- The Food Service Department will provide assistance with applying for free or reduced price school meals either via a paper application or online (www.LunchApp.com).
- No negative charging will be permitted two weeks prior to the end of the school year. Students will need to have cash or money in their student lunch account.

Monitoring your student's meal account

- www.sendmoneytoschool.com gives you free access to your child's account to view balances and charges. This link can be found on the Food Service page of the Muskegon Catholic website. A student ID number is needed to set up an account and can be provided by the school office or the food service department.
- The Food Service Department is happy to provide a lunch balance for a student at any time. Please feel free to contact Jennifer Brown, Food Service Director, jbrown@muskegoncatholic.org or call (231) 291-0328.
- Our meal account system will provide automated emails as balance reminders for parents/guardians.

Making payments to your student's meal account

- Make a credit card payment on your www.sendmoneytoschool.com account. There is a small fee to deposit through this system. Please allow twenty-four hours for funds to show on the account. Again, you will need a student ID number to set up this account.
- Cash or checks are accepted at the register and can be paid daily, weekly, several weeks or even months in advance. There is a lunch mail box on the wall outside of the MS/HS kitchen where students or parents/guardians can drop payments and the elementary teachers do an excellent job of collecting lunch payments for the students.

Muskegon Catholic uses a computerized meal credit system to account for student meals and a la carte sales. All students have personal accounts linked to their student ID number. Students can deposit cash or checks at the register that will go directly into their account. Thank you for supporting our lunch program.