

**MEDWAY SCHOOL DEPARTMENT
CHARGING OF SCHOOL LUNCHES**

Whereas the Medway School Department believes a hungry child is not an efficient learner, every effort will be made to furnish each student with a school lunch.

- The Board recognizes that not all families can afford to pay for school breakfast/lunch. Applications for free or reduced meals are sent home at the beginning of each school year and provided to families when they enroll. Eligible families are strongly encouraged to complete and return the application, which is kept strictly confidential in accordance with federal requirements.
- The Board also recognizes that family financial situations may change during the course of a school year, and an application for free or reduced meals can be made at any time during the year by contacting the school your child attends.
- All students in grades 5 through 8 are granted the privilege of charging meals. Notices will be sent home weekly to the parent.
- Parents in debt will be billed on a weekly basis. After an individual debt has exceeded \$50.00, the Food Service Director will send home a bill with a reminder that, if the family financial situation has changed, a free and reduced lunch application can be sent upon request.
- If a student's school meal account continues to be in arrears with no contact from his/or parents/guardians, after all efforts to discuss this payment situation with parents/guardians have been exhausted and exceeds a total of \$50.00, the school may file a claim with Small Claims Court to recoup past due funds, as well as all associated costs of filing the claim (certified letter fees, filing charges, etc).
- Parents/guardians who are having difficulty paying for school meals are strongly encouraged to contact the school and work out a payment plan. If this is the case, the school administration is more than willing to work with the parents or guardians to find a workable solution. Contact your school's principal to request a confidential meeting to discuss the development of a payment plan of action.
- If the amount does not exceed \$50.00, but collection is unsuccessful throughout the school year, the school department may follow the procedure above to collect payment.
- There will be **NO** charging of ala carte items.

Revised: Oct. 5, 2016

Revised: July 30, 2014

Revised: April 9, 2013

Adopted: June 13, 2000