

**Zion Lutheran School
301 S. 11th Street
Independence, KS 67301**

Unpaid Meal Charge Policy

Parents are encouraged to keep a positive balance in their family's lunch account. However, students are allowed to charge meals if they have a negative account balance. E-mail notices are sent weekly for all students whose balance is less than \$5.00. Notes are sent home with the child when parents do not have email accounts.

Negative balances at the end of the school year are carried over and parents are expected to pay them on registration day for the next school year. Notices are sent throughout the summer as reminders. If a family transfers out of Zion Lutheran School with a negative lunch account balance, the child's/children's records will not be transferred to the new school until the balance is paid in full.

2023 – 2024 School Year Policy Additions

Phone calls will be made to parents when a family's account reaches a negative balance of \$25.00. If the family does not respond within 5 days with payment or arrangements to make payment, the child/children will no longer be allowed to charge meals. At that time the parent will be notified that there can be no more charging of meals and it will be suggested that the child/children bring a lunch from home until the account has a positive balance again.

Outstanding Balances

If a lunch account remains unpaid after reasonable collection efforts have been made, Zion Lutheran School may transfer funds from the school's general operating account to the lunch program to cover the outstanding meal debt. This accounting transfer ensures that the lunch program remains financially solvent; however, the family's obligation to repay the outstanding balance remains in effect until the debt is paid in full.