

## **Holy Family Elementary Cafeteria Billing Policy**

Name of School: Holy Family Elementary School

Building Code: X0721

### **Meal Charge Policy:**

The cafeteria billing is handled monthly through the business office. The school has the responsibility of making sure all accounts are current. Notices will be sent home if student's lunchroom accounts are nearing depletion or are exhausted. The school will allow parents to carry a \$25 negative balance per child. When this negative balance is reached, the school will notify parents that their children may receive an alternative lunch and milk until the balance is paid. Students may also bring a sack lunch until payments are made. At the end of the year, balances will be turned over to the financial office for collection. Any unpaid balances jeopardize a student's enrollment for the next school year. It is the parent's responsibility to keep lunch accounts paid by checking Powerschool for exact balances. Notices will be sent home with the student once the student's meal balance nears negative. Please check student's folders/backpacks weekly in case low balance notices have been sent home, but please continue using your Powerschool account, and turn on meal balance alerts in the settings.

*Questions or concerns regarding meal balances or the Food & Nutrition Program?*

*Please contact Karla Stecklein, school bookkeeper, in the office at*

*[kstecklein@hfehays.org](mailto:kstecklein@hfehays.org) or 785-625-3131.*