

## **Cafeteria Meal Charge Policy and Unpaid Meal Policy Procedure**

1. Payment for meals is on a monthly basis through the Wednesday Communication Envelope or in the school office. All students receive menus through the Wednesday Communication Envelope and payment is returned along with the menu in the Wednesday Communication Envelope or in person. Menu is also available in the school website and in the school office.
2. St. Patrick School prepares meals from scratch. We do a pre-order menu per month for kitchen meal (lunch) to minimize the food waste at the end of the day/week. The Kitchen Manager has the following month menu ready by the second last week of the current month. This menu is sent out in student's Wednesday Communication Envelope so parents can decide how many days and orders that their child(ren) will have for the whole month. The menu is returned to the school office before or by the end of the current month. As the parents return the menu, payment is attached with the order.
3. If the payment is short and/or payment is not received with the order, the school bills the parent for the order and/or difference. The school (Business Manager) makes a phone call to the parents and notifies them about the payment short or no payment received. The billing invoice is sent in the Wednesday Communication Envelope as a reminder to parents after the phone call. If and when parents have unpaid balance for the current month, the parent should settle the balance in the school office to be able to order for the following month.

St. Patrick School has the policy that no child will go hungry. We make sure that each student eats and has their lunch. After the kitchen served all the pre-ordered students and whatever is left, kitchen will provide food for the students who do not have lunch or parents cannot bring their children lunch at school.

4. When parents forget to pack lunch for their child(ren) :
  - a. The child (student) reports to the office and calls his/her parent to make sure that parent will bring the child(ren) food and/or is on their way to school to bring food.

1. If and when the student cannot reach their parents or parents did not answer the phone call, the student will get his/her lunch from the school kitchen after the kitchen served all the pre-ordered students. The kitchen manager prepares about 5% more of the order for the day to cover just in case we have students who forget their lunch or students who doesn't have lunch.
2. When students get lunch from the kitchen, the Kitchen Manager checked off the student's name in the day's list of getting lunch and indicates if the student got the required reimbursable meals or not. The school (Business Manager) will call these student's parent to inform them that their child(ren) got lunch from the kitchen and bill will be made. The billing invoice is sent home with the student.

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