

Meal Charge Policy and Unpaid Meal Policy Procedure

Payment for meals is on a monthly basis through the Wednesday Envelope or in the school office. All students receive menus through the Wednesday Envelope and payment is returned along with the menu in the Wednesday Envelope or in person. Menu is also available in the school website and in the school office.

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 2nd last week of the current month. This menu is sent out in student's Wednesday 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.

If the payment is short and/or payment is not received with the order, the school bills the parent for the 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 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. When parents forget to pack lunch for their child(ren), after the kitchen serves all the pre-ordered students and whatever is left we provide food for the students who do not have lunch or parents cannot bring their children lunch at school. When parents forget to pack lunch for their child(ren), the child reports to the office and we let the child call her/his parent to make sure that parent is on their way to school to bring lunch. If and when the student cannot reach their parents or parents did not answer the phone call, this student will get his/her lunch from the school kitchen after the kitchen serves 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 don't have lunch. When students get lunch from the kitchen, the Kitchen Manager checks 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.

Updated 24 January 2018

**This institution is an equal opportunity provider.
Esta institucion es un proveedor que ofrece igualdad de oportunidades.**