

Lunch Room Policies and Procedures

The National School Lunch Program requires that lunch account procedures be written and provided to all households involved with the National School Lunch Program.

As a result, we want to clarify and explain our policies here at St. Joseph Hessen Cassel School.

Considering the lunch, staff has to pay ahead of time to order the food that is prepared here on site. All lunch accounts should be prepaid. This helps to ensure that the children have a consistent access to a healthy reimbursable meal.

We do however, understand that sometimes there are unforeseeable circumstances that may occur. If this situation arises and the student does not have money on his/her account for that day, the student or adult may charge a lunch. The student /adult will receive the meal that is listed on the menu with no extra ala carte items. The parent/staff member will see on their account that they have a current balance and need to pay this online or to the school office as soon as possible.

IF a second charge occurs in the same month where no money has been paid , then both charges will be listed in the account of the parent/staff. Please do your best to pay this bill before lunch is served the following day.

IF no money is paid for the previous 2 charges in the same month, then the student/adult will receive a peanut butter sandwich in place of the main menu item listed that day. All other menu items listed that day will be offered with the peanut butter sandwich. This will continue to occur until the account is paid in full. These meals will be charged at regular cost.

This will never be addressed with a student , but only address with the adults or parents.

At the end of each month parents may receive a paper copy of all unpaid balances from School Café'. All families must be signed up through School Café, and will be notified through the School Café system of all outstanding balances.

This policy applies to all students, teachers and staff members. Every child in the National School Lunch Program is treated equally. There are no exceptions or exemptions.