

Lancaster Mennonite School

Food Services Policy on Meal Charges

***Main Campus Students Grades 6-12**

The Lancaster Mennonite School Food Service Department works to provide nutritious meals to all students. Parents/Guardians are solely responsible for providing their children with money for lunch or packing a lunch from home. If for any reason a parent/guardian cannot afford to provide a lunch for their child, free and reduced lunch applications are available in the school offices, on the school website and also on www.paschoolmeals.com. However, students will never be denied a lunch meal due to a lack of money or a negative food account balance. When it is discovered a student has selected a meal and they do not have positive funds to purchase it, the student will be permitted to have the meal without discussion. The meal will be charged to the child's lunch account. Students with a negative account balance may not charge a la carte items.

Parents are responsible to keep track of their students' lunch balance. This can be checked at any time through the SchoolCafe account portal. Students in grades 9-12 may be discreetly reminded when they are getting low of funds or when they have a negative balance. When a student has a negative balance of \$10 or more, attempts will be made via phone or email to reach the parent or guardian for payment. When a student has a negative balance of \$50 or more, the school has the option of offering an alternate meal of a cheese sandwich. If initial attempts to reach parents for payment are not successful, the delinquent account may be sent to the LMS Business Office. The Business Office will attempt collection through parent/guardian communications. Collection efforts may result in denial of access to discretionary school programs, pursuit in small claims court, or sale of the debt to a collection agency.

For the convenience of all parents, students and staff members, an option is available to deposit funds into a cafeteria account through **SchoolCafe Account Portal** located on the school's website. Students may also put their cash or check into an envelope and place it in the cafeteria drop boxes located in the cafeteria serving area, the gathering area and outside the high school office.

*Please call the Food Service Director's Office at (717) 740-2453 if you have any questions.