



Aquin Catholic Elementary School  
School Nutrition Information

## **School Nutrition Account Policy for Aquin Catholic Elementary School**

### **Students**

It is the policy of Aquin Catholic Elementary School to offer nutritious meals to all students who desire them. Parents are notified of low balances via email and letter at \$10.00 and negative balance emails are sent daily via email once balance is \$0.00 or below.

When the balance becomes zero or is negative, the following procedures will apply.

- Students may charge any combination of meals up to a negative balance of \$-20.00.
- No beverage, snack or ala carte items may be charged.
- When the negative \$-20.00 charge limit is reached an alternate sandwich and milk will be served for lunch and charged \$1.00 until charges are paid in full.
- If a student with a negative balance attempts to purchase beverage, snack or ala carte items with cash, the money must first be applied to the negative balance.
- Students qualifying for free lunches will always receive one regular meal, even if there is a negative balance from other purchases.
- Students qualifying for reduced lunches will always receive one regular meal, even if there is a negative balance from other purchases or if there are insufficient funds to cover the reduced portion of their meal.
- As a Catholic institution, the school board has made a commitment to reimburse the school nutrition program for the amount of unpaid balances resulting from the unpaid portion of reduced breakfasts/lunches.

### **Adults**

- Adults must have cash or a sufficient account balance to make a purchase.
- Adults will not be allowed to charge meals.
- Adults will be notified verbally at the cash register when their balance falls below \$5.00.
- Adults must present their ID card to the cashier in order to make a purchase.
- Guest may purchase a meal at \$4.00.
- Adults who have their email address on file will receive a notification when the account balance is low.

## **ID Cards**

- Cards are provided free of charge at the beginning of the school year.
- Replacement cards may be purchased for a fee of \$5.00.
- Students eligible for free or reduced meals are entitled to three replacement cards at no cost (per USDA regulations). If a fourth replacement card is necessary, the regular cost applies.

## **Payment**

### **Cash**

If you send cash with your child please place it in a sealed envelope and write your child's complete name and grade on the envelope. Cash is deposited into your child's account the same day it is received. Note: If you are sending cash for more than one student please write each child's name and grade on the envelope.

### **Personal Check**

If you send a check with your child please place it in a sealed envelope and write your child's complete name and grade on the envelope. Checks are deposited into your child's account the same day it is received. Note: If you are sending funds for more than one student please write each child's name and grade on the envelope.

- Make the check payable to your school cafeteria. Example: Aquin Lunch
- Use a check that is pre-printed with your mailing address.
- Write student (s) full name and the amount to put in each account or the check will be split equally between family members.

### **Refunds**

Refunds are only given for students that are withdrawing or graduating. Refunds will be given after the students last day. Refund requests cannot be processed until three weeks after the last check payment on the account. Refund request may be made in writing or by e-mail to the Food Service Department, [lmerkes@aquin.org](mailto:lmerkes@aquin.org), attention Lois Merkes.