

NESHAMINY SCHOOL DISTRICT
Food Service Department
Langhorne, Pennsylvania

MEAL REPLACEMENT POLICY

ELEMENTARY SCHOOL STUDENTS

- If a child forgets or loses his/her lunch money or bagged lunch, the cafeteria staff will cheerfully provide a full (menued) lunch on a credit basis. The cost for the lunch must be repaid the next school day.
- Menued lunches will be provided for a total of three meals; however, only one Pizza Parlor lunch will be provided.
- After three lunches have been borrowed, the **cafeteria manager** will contact the parents by telephone. Habitual borrowing **may** indicate lack of responsibility by a student or that a family should be notified about our free and reduced lunch program. The manager should tactfully speak to the student's parent or guardian about this program.
- After three menued lunches have been provided, and if arrearages remain unpaid, a lunch consisting of a cheese or sunflower butter & jelly sandwich, fruit, vegetable and milk will be provided, regardless of the number of times lunch money is lost by the child.
- After 5 lunches have been provided (menued and cheese or sunflower butter & jelly sandwich meal, the cafeteria manager must notify the Food Service Director of the past due account.
- The director will notify the parent/guardian, in writing, that no additional meals will be provided as long as the balance remains unpaid. The school principal will also be notified. We will continue to provide a sunflower butter & jelly sandwich meal to the student for two days after the date of the letter. This will allow time for the letter to reach the parent/guardian.
- After written notification to the parent/guardian, if the student does not have a lunch or lunch money, lunches will not be provided by the department. If a child does not have lunch or money, a school cafeteria aide will be notified who should inform the school principal or nurse. It may be necessary for school personnel to request that the home be visited to ascertain why the children are not given lunch or lunch money.
- The cafeteria manager is responsible for recordkeeping of money owed and must not allow excessive borrowing to continue without taking action in accordance with this policy.
- Meals should be provided to pre-primary and young primary students or for any handicapped students who may be unable to take full responsibility for their lunch money. However, any excessive borrowing should be reported to the Food Service Director.
- When a student is either prepaying or paying on a daily basis for meals, the student cannot be denied receipt of a current meal to pay for a past due account.

SECONDARY SCHOOL STUDENTS

- Lending money to secondary school students is not encouraged. In an emergency situation, a cheese or sunflower butter & jelly sandwich, fruit, vegetable and milk will be provided to a student. However, it is at the discretion of the cafeteria manager and the cost of the lunch must be repaid the next day.
- Meals **must** always be provided to any handicapped students who may be unable to take full responsibility for their lunch money.

MISCELLANEOUS

- Milk money for children who bring their lunch should not be borrowed.
- Borrowing money for the purchase of snacks is not allowed.
- It is a violation of the guidelines of the National School Lunch Program to continue to provide free meals to students who are not eligible for free meals.
- Any child that drops his/her meal, should be given a replacement at once. Please use understanding and compassion in this situation. It is not our policy to chastise or embarrass any student

These rules are established to decrease recordkeeping and collection duties by cafeteria personnel as well as for developing responsibility in the students.

Please discuss any exceptions to the above with the Food Service Department director.