

Policies

Westerly Public Schools Meal Payment Policy

No. 2800
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Policy Statement

Westerly Public Schools is committed to providing the best possible service concerning all facets of the school breakfast/lunch experience.

Intent

The intent of this policy is to outline the management of school breakfast and lunch purchases, should students and their families choose to participate in the program.

1. Westerly Public Schools and the Food Service Vendor encourage parents to pre-pay for their children's meals using www.myschoolbucks.com. Pre-payments for breakfast and lunch can be made via check or cash at the child's school cafeteria or through the MySchoolbucks.com website using a credit card.
2. Through the "MySchoolBucks" website or free mobile app, parents can setup reminders when a balance approaches any specified dollar amount. Westerly School District's Food Service Vendor automatically notifies families when a student's balance is a negative amount by sending out letters via email or to the student's home address. While it is the parental responsibility to satisfy all associated financial obligations concerning the breakfast/lunch program, recurrent notifications are sent to families as courteous reminders.
3. Student needing a lunch and not having money to purchase one will be allowed to charge a full lunch. Students will not be permitted to charge a la carte items.
5. A weekly list of negative account balance of more than ten dollars (-\$10) will be forwarded to each principal by the Food Service Vendor. The principal or his/her designee will contact the families on the list. Families are expected to immediately remit the balance of the student's account or make a payment arrangement with the principal, in the case of familial hardship. If the personal communication from the principal does not resolve the situation and the student's account exceeds negative twenty-five dollars (-\$25), the school social worker will be called upon to work in concert with the principal and the family
6. Student accounts with balances higher than negative fifty dollars (-\$50), for which arrangements have not been made, will no longer be able to charge meals until which time arrangements are made and/or the account is paid in full to Westerly Public Schools.
7. Westerly Public Schools and the Food Service Vendor will provide the applications and support families through the [free/reduced hot lunch application](#) process as needed. Applications are available during registration, through the individual schools, as well on the district's website: www.westerly.k12.ri.us.
8. Westerly Public Schools and the Food Service Vendor will strongly encourage parents to monitor their students' breakfast/lunch account activity through the Myschoolbucks.com online system. This system can be used to make payments, monitor account activity, and confirm receipt of payments. To register, parents can go directly to the www.myschoolbucks.com website. Parents are expected to pay the final bill at the end of the school year.
9. Westerly Public Schools reserve the right to engage a collection agency, if necessary.

Adopted: December 3, 2014

Revised: August 23, 2017