

# 2017-18

## Clinton Prairie Cafeteria Guidelines

### Dear Parents/Guardians:

All students are assigned a 4 digit Pin Number (Personal ID Number). This number must be entered anytime a student makes a purchase in the cafeteria. Kindergarten students will be assigned a Pin Number, but will not be responsible for entering the number daily until 1<sup>st</sup> Grade.

### Deposits (Check or Cash)

Grades K-6, All students are to put deposits in a sealed envelope. Please put the students first and last name, their Pin Number and the teachers name on the outside of the envelope. Kindergarten students will have their deposits picked up at their classroom. Grades 1-6 will take their deposits to the elementary office before 9:00a.m.

A parent may make several deposits from the money or check in one envelope. Please list all students on the outside of the envelope with their first and last name, Pin Number and the amount to be deposited in each students account. This can be done for students in grades K-12.

**Deposits (Online)** Parents/Guardians have the ability to deposit money in their child's account by using the website [myschoolbucks.com](http://myschoolbucks.com) which can be found on both school websites. It is recommended that deposits be completed the night before, to make sure the deposit is credited to the students account before school begins the next day. Once account is set up, you can check students account balance even if no deposit is made.

### Prices

#### Breakfast

Full Pay - \$1.70

Reduced - \$.30

Adult - \$2.00

#### Lunch

Full Pay \$2.60 for grades K-8 and \$2.75 for grades 9-12

Reduced - \$.40

Adult – \$3.20

### Low Balance Letters

Low Balance letters will be issued Monday through Friday for grades K-6. The low balance letters will be issued to both full pay and reduced paying students. Letters will be issued when the account balance for full pay falls below \$4.00 and reduced pay falls below \$1.50. Please check your child's backpack daily for low balance letters and encourage your child to always bring the letters home to avoid a zero account balance.

### Charging Policy

The charge limits are as follows for grades K-12:

Full Pay Students - \$4.50

Reduced Pay Students - \$1.50

Students approved for Free – No Charging

Charging is for Lunch Only – No Charging at Breakfast.

Once a student has reached the charge limit, the student will be offered an alternative lunch of a cheese sandwich & milk at no cost. The alternative lunch will only be offered once a week. Once the charge limit has

been reached, the parent must send money to cover the charge amount plus additional funds to pay for food for the rest of the week or send meals from home with your child.

It is up to the students and the parents to keep track of account balances to avoid a late charge debt and an alternative meal.

Grades K-6 will receive low balance letters daily when account balances become low.

Grades 7-12 will be responsible to check their balances daily at the cash register.

(7<sup>th</sup> graders will be allowed to purchase ala carte items. This means that more money can be spent daily.

Therefore, they can deplete their account funds quickly? Always check account balance daily)

**There will be no charging during the last 2 weeks of school. All charges are to be paid in full during this time period.**

**USDA Breakfast & Lunch Guidelines:**

***Breakfast***

2 Bread Equivalents, Fruit or Juice, and Milk

or

1 Bread Equivalent, 1 Meat Equivalent, Fruit or Juice, and Milk

***Lunch***

2 Bread Equivalent, 2 Meat Equivalent Fruit, Vegetable, and Milk

Offer vs. Serve will be implemented for all grades this year.

Which means that to get the price of the school lunch or breakfast, a student must always

Have 3 items (one always being a fruit or vegetable)

Grades 7-12 / Breakfast and Lunch USDA meals do not include any Ala Carte items. The Ala Carte items are full price for all students.

**The below options can be used to meet the USDA Guidelines**

Grades K-2 may choose from 2 of the main entrées daily.

Grades 3-6 may choose a chef salad instead of the main entrées.

Grades 7-12 may choose a Chef Salad or the choice item instead of the main entrees daily.

Grades 5 & 6 may purchase an Ala Carte item or a small Ice Cream

Students must eat lunch first before purchasing extra items.

Students in grades 5 & 6 cannot use money out of their account to buy extras.

Only cash accepted for buying extras. Only 1 item per student.

If you have any questions, please call 659-3305 ext. 401

Or email [jpollard@cpsc.k12.in.us](mailto:jpollard@cpsc.k12.in.us)

Thank You, Jill Pollard Clinton Prairie Food Service Director