



Dear Comstock Public School Parents/Guardians:

Comstock Public schools will be implementing a new meal charge policy effective Monday November 19, 2012. This policy is needed due to the high number of student meal accounts that carry a negative balance, even though meal accounts are to be funded in advance of a meal purchase.

School breakfast and lunch accounts can be funded by cash or check. It is strongly encouraged that parents/guardians make meal payments in advance in order to make sure students have funds available for purchases in the school cafeterias.

Please remember that lunch account monitoring is the responsibility of both the parent/guardian, and the student. Parents and students may request account balance information anytime by contacting the cafeteria in your child's building. You may also contact the food service office at 250-8719.

We strongly discourage meal charges, but we understand that an occasional emergency makes it necessary. The following policies will apply regarding cafeteria charges after the first two week of the school year:

**Elementary School and Middle School (K-8)** – The policy is as follows:

- The student will be allowed to charge up to five lunches
- When the five (5) lunch limit has been reached, the student will be offered an alternate meal consisting of a cheese sandwich, fresh fruit, fresh vegetable, and a milk and the meal will be charged to their account at their current meal status
- Deposit request letters will go out once per week, with the child, usually on a Friday
- The food service department will make one call home once a student's balance has reached \$15.00
- No charges will be allowed after the student reaches a negative balance over \$20.00 and the building administrator will contact the parent/guardian
- Ala-carte items and breakfast may not be charged at any time

**High School (9-12)** – The policy is as follows:

- The student will be allowed to charge up to three lunches
- When the three (3) lunch limit has been reached, the student will be denied a meal
- Students may request their account balance from the food service office at the high school or from any cashier during meal service
- Ala-carte items and breakfast may not be charged at any time

**Adults** – We strongly encourage all adults in the districts to use their lunch account when making purchases in the cafeteria. Lunch accounts can be set up by contacting the district food service department. No charges are allowed to adults.

If you are unable to pay for school meals due to your economic situation, please contact the district food service office at 269-250-8719. Assistance may be available, and eligible recipients will receive the regular school breakfast and lunch at a free or reduced cost.

Thank you for your cooperation and please contact the Food Services office at 269-250-8719 if you should have any questions.