

Lunch Program Policy

St. Paul's Lutheran School offers a hot lunch program to all students and operates in connection with the Indiana Department of Education, following their guidelines and regulations. Free or reduced lunches are provided under these guidelines for any family meeting the income criteria. Applications for this program are available at the school. Please note that at any time during the year, if you have a change in circumstances, an application may be filled out and submitted for approval.

All lunch records and maintenance are handled through our FACTS system. The cost of hot lunch is set prior to the start of the school year in compliance with the Department of Education guidelines and will be provided to families. For the upcoming school year (2025/26), a hot lunch is \$3.50. The price of an extra entrée is \$1.50. Extra milk is .50. Each family will have a lunch account set up and will be responsible for monitoring that account. At registration, or prior to school starting, each family is required to pay a \$25.00 per student fee, to be deposited in your family lunch account. As your child/ren take(s) hot lunch, milk, etc., the amount will be deducted from this account. It is the parent's responsibility to check your family lunch account through our FACTS SYSTEM. Payment can be made by sending a check or cash to the school office, or by making a deposit directly on line through the Parents Facts.

If your email or contact information changes during the school year, it is your responsibility to contact the school office to update that information. We allow for a \$15.00 "grace period," however it is important to replenish your child's account so that they may continue to receive hot lunches. Envelopes will be handed out at registration to be used to send in lunch payments. A \$25.00 service charge will be assessed for a check returned for any reason.

IMPORTANT NOTE: Lunch payments may not be combined with any other payments. See Unpaid Balance Policy below for accounts that exceed the grace period.

Unpaid Balance: Parents are responsible for monitoring their family's lunch balance through FACTS management. If a child/family has a balance due which exceeds the grace period amount, a notification will be sent via email reminding the parent of the balance and to encourage timely payment of the balance PLUS an additional \$25.00 to fund the account for future lunches (like at School Registration.)

If the account remains unpaid after a third email notification to parents, the student(s) will be fed and the parent notified via written notification that the student(s) will no longer be eligible to receive additional meals until the balance owed is paid in full. At this time the child will have to bring lunch from home.

ALL ACCOUNTS MUST BE CURRENT at the end of the school year. Failure to fulfill the end of the year financial obligations will result in collection notices being sent home for the lunch balance owed PLUS a \$5.00 per day LATE FEE. The School will hold the students records until the balance is paid. St. Paul's Lutheran School Board of Elementary Education reserves the right to send excessive unpaid balances to legal collections for resolution and families understand and agree that if collection proceedings are undertaken, St. Paul's Lutheran School will be entitled to recover all remedies provided by law, including, but not limited to, prejudgment interest at a rate of eighteen percent (18%) per annum, and all court costs and expenses, including reasonable attorney fees.

Adopted by BOEE April 19, 2018

This institution is an equal opportunity employer.