

Watkins Glen Central School District
Watkins Glen High School and Watkins Glen Middle School
Guidelines and Procedures for the Handling of Meal Charges

- 1) If a student has an outstanding balance in his/her account, the purchasing of snacks will not be permitted.
- 2) Students who have exceeded the \$10 charge limit will be served a choice of a **peanut butter and jelly sandwich or a cheese sandwich, fruit or vegetable and milk for lunch or cold cereal, fruit and milk for breakfast**. A note will then be sent from the cafeteria to parents notifying them of charges due and that an alternate meal has been served.
- 3) If necessary, the alternate meal will be served until the account is paid in full; should charges remain unpaid, phone calls will be placed to the home:
 - Notifying the parent of current charges due.
 - Informing parents that a free and reduced meal application is available for completion.
 - Informing parents of prepayment of meal option through Pay Schools.
 - Alerting parents that the principal will be notified if the problem continues.
- 4) Weekly letters will be mailed to parents of students with charges of \$5 or more.
- 5) If the above measures do not gain a response, the principal will intervene:
 - Through phoning parents, requesting that payment be made.
 - Via letter notifying parents that should the account remain unpaid, meals will no longer be offered to the student. A free and reduced meal application will be included in the mailing.