

4480R Food Service Bad Debt and Meal Charges 4480R

It is the responsibility of parents to provide for lunch for their child(ren) while at school. It is important children receive the nutrition they need to stay focused during the school day. The following procedure shall apply in the event that a child does not have funds to purchase a lunch and/or breakfast.

ELEMENTARY (grades preK-5)

Students are able to charge up to a negative \$10.00 on their lunch/breakfast account. If a student does not have funds and has reached the charge limit, they will be provided a cheese sandwich with fruit, vegetable and a choice of milk. Money can be deposited into a student's account by putting money in an envelope with the child's name and depositing at their school or by setting up an account at Sendmoneytoschool.com. In addition, parents can send a check or money order to East Lansing High School, 509 Burcham Dr., Attn. Food Service Dept., East Lansing, MI, 48823. All parents who have supplied an e-mail address will receive a low balance notice daily when their student has a \$5.00 or less balance. In addition, a low balance notice will be sent home weekly in Friday folders to all students who have a \$5.00 or less balance. If you have any questions or concerns please contact Sandy Leach at Sandra.leach@elps.us or 517-333-7473.

MIDDLE (grades 6-8) and HIGH SCHOOL (grades 9-12)

Students are able to charge up to two meals on their account. If a student has a zero balance or less they will not be allowed to charge ala carte items. In addition, if a student does not have funds and has reached the charge limit, they will be provided a cheese sandwich with fruit, vegetable and a choice of milk. Money can be deposited into a student's account during meal times or by setting up an account at Sendmoneytoschool.com. Also, parents can send a check or money order to East Lansing High School, 509 Burcham Dr., Attn. Food Service Dept., East Lansing, MI, 48823. All parents who have supplied an e-mail address will receive a low balance notice daily when their student has a \$5.00 or less balance. If you have any questions or concerns please contact Sandy Leach at Sandra.leach@elps.us or 517-333-7473.