

### **3A.06.007 School Meals Account Policy**

#### **Definitions:**

#### **Account Policy**

The Federal Free and Reduced price meal program is available at Excelsior Academy. As in all schools, TITLE 1 funding is based on free and reduced meal grants. Excelsior Academy encourages all parents to apply for this benefit whether you plan to use it or not. Parents may pick up an application at the front office. Free or Reduced meal status is effective immediately upon approval of the application.

It is the responsibility of the parents to provide a lunch for their student each day by either sending a lunch from home or ensuring that their student has sufficient funds in their Compass family account to purchase a school lunch.

Lunch meals provided by the Lion's Den Café are available on a pre-paid basis; there must be money in the student's Compass account before they may receive a lunch. Under the provisions of Universal breakfast, all students may receive a free breakfast meal, regardless of account balance status.

Payments are accepted on students Compass accounts daily in the front office, and are entered up until lunch service begins. Acceptable payments are: cash, checks made payable to Excelsior Academy, or online payments with credit/debit cards. Cash and check payments are to be submitted using the envelopes provided in the front office. All payments must have the student's family account name on them. Online payments may take up to 48 hours to process and show in the Compass account.

Students will receive notice at the computer when their family account balance reaches \$5. Compass will email and text message parents when the family account balance reaches \$0. Students will be allowed to receive lunches until the family account balance reaches \$10 in the negative. At this point, if a payment has not been made, all students in that family will receive a small tray for lunch until their account balance is made positive again. Emails and text messages will be sent to parents, as notification, the day before a student receives a small tray. A small tray consists of a milk or water, and the fruit and vegetables offered for lunch that day. Small trays are not given for breakfast. Under the provisions of Universal breakfast, all students may receive a free breakfast meal, regardless of account balance status.

If a student receives three small trays within ten school days, the account will be turned over to the School Director for follow up. If a student continues to receive small trays after that point, more decisive action may be taken by the administration.

It is the responsibility of the parents to ensure that their student has sufficient funds in their Compass family meal account. Parents may track the account balance, and meal usage daily at [www.compass.excelsior-academy.org](http://www.compass.excelsior-academy.org)

#### **Allergies**

At times, students may consume food at school that their parents do not send-for example, by trading lunch items, receiving a birthday treat or having special food at a culminating activity. It is imperative that parents disclose any food allergies to the school by filling out a Health Alert form so that precautions can be taken to prevent allergic reactions.

Please note that it is not the responsibility of the kitchen staff to monitor foods served, as part of a school meal, to a student with food allergies, unless that student has a disability which *requires* a special meal or accommodation. To receive a meal accommodation, a student must have the Request for Special Meals form filled out and signed by a physician, documenting the disability and listing the specific foods to be omitted and substituted. It is the parents' responsibility to obtain allergen information from the kitchen staff for all meals, and to know which menu items are safe for their student to eat.

### **Lion's Den Café Usage Policy**

In accordance with Tooele County Health Department regulations, no persons may enter the kitchen area of the cafeteria without having a food handler's permit on file with the Café office. Use of kitchen space and equipment is restricted to school meal service only, unless prior arrangements have been made with the Food Programs Director.