

**WHITEHALL-COPLAY SCHOOL DISTRICT
FOOD SERVICES
2005-2006**

Point Of Sale System

Procedures For School Lunch Changes and Refunds From Account Balances

At the elementary level (1-4), if a student's lunch account balance is depleted, the student will be permitted to change a full lunch. All unpaid charges must be paid at the end of each month. Any unpaid charges left at the end of the school year may result in administrative and/or legal action necessary to collect delinquent accounts.

At the Middle School grades 5-8, Students will be permitted to charge a full lunch to his or her account for one (1) day. After a student exhausts the one (1) meal charge limit, a *Provisionary meal will be offered until all charges are paid in full. The students account will be charge according to posted lunch prices for the provisionary meal.

**The contents of Provisionary meals provided will be determined by the Food Service Director.*

Charges will not be permitted for Ala Carte items or snacks.

At the High School level (Grades 9-12), students will not be allowed to charge lunch or Ala Carte items.

Account Balances

Positive account balances will not be refunded at the end of the year with the exception of high school seniors leaving the district with a balance of \$10.00 or more, or by correspondence addressed to the Food Service Director for summer refunds, if the balance is \$10.00 or more.

Insufficient Funds

Returned checks, NSF, Closed Accounts, etc., will have thirty (30) days to pay face value of the check. After 30 days, an administrative fee of \$25.00 will be added. At the end of the school year, all delinquent accounts will be turned over to the district magistrate. No further checks will be accepted until the account is paid in full.