

## **FOOD SERVICE POLICY**

### **Preschool – 4<sup>th</sup> Grade**

All students, grades Kindergarten through 4<sup>th</sup>, will select their main entrée (main course) in their classroom prior to lunch. The remainder of the daily meal offering (hot vegetable, bread item, etc.) will be automatically placed on every student's tray. The student will then have the option of adding additional vegetables and fruits from the Fruit and Vegetable Bar. The student will then select their choice of milk. This will ensure all elementary aged students receive a full balanced meal every day. At no time shall food be permitted to leave the cafeteria by students.

### **5<sup>th</sup>-12<sup>th</sup> Grade**

All students grades 5<sup>th</sup> –12<sup>th</sup> shall be allowed to choose their own meal by selecting at least three (3) (one of which must be a serving of fruit or vegetable) of the five (5) required components which consist of the main entrée (main course), vegetable, fruit, milk, and bread item in order to create a "Type A" reimbursable meal. A cafeteria line will remain open until 12:15 p.m.

### **Fruit and Vegetable Bar: 1st – 12<sup>th</sup>**

The Fruit and Vegetable Bar is new this year and will consist of a variety of Fruits and Vegetables. Students are welcome to take one serving of any or all of the offerings to compliment their meal.

### **Additional Entrées and Food Items**

Any student grades 5<sup>th</sup> –12<sup>th</sup> may purchase an additional entrée (main course) along with their regular reimbursable meal for an additional \$1.50 each. This policy applies to all paid, free and reduced students. Federal regulations allow schools to only claim one reimbursable meal per student per day. Any additional purchases along with a regular reimbursable meal will be charged extra on an individual basis as listed above.

### **Debit Card for Snacks**

Your student will be able to purchase ala carte/snack items with their debit card in the lunch line. They will need to have money in their account to pay for all items. ***They cannot be charged.*** If you do not want your student to purchase these items, please send in a dated and signed note and we will program the system to NOT allow purchases.

### **K-6<sup>th</sup> Debit Card**

All students grades K-6<sup>th</sup> shall be required to use their debit card at all meal purchases. These students should continue to send lunch money in an envelope to their teacher. Envelopes are provided for the students in their classrooms or at the office. Please be sure to provide the following information: student name, I.D. number and the amount to be deposited for each student. If you do not know your student's I.D. number please call the food service department at 810-376-0031 ext. 315.

### **7<sup>th</sup> –12<sup>th</sup> Debit Card**

All students' grades 7<sup>th</sup>–12<sup>th</sup> shall enter their student I.D. numbers on the keypad. Students can deposit money before and during breakfast and at lunch time. When students make purchases in the lunch line change is not given but added to the student's debit card. For example: If a student purchases a milk for \$0.40 and pays with a dollar his/her debit card will be credited for \$0.60. We encourage students to deposit weekly

and work off of the funds in his/her account. This makes it easier for students and parents to keep track of the students balance.

### **Replacement Debit Card**

Any student who loses or destroys their debit card will be charged a \$3.00 replacement fee for a new card.

### **Dropped Tray**

Any student who accidentally drops their meal shall be given a replacement at no extra charge to the students.

### **Milk Allergies**

If you have a student who has an allergy to milk, a 100% fruit juice can be substituted for your student daily. Federal Regulations require that the parent provide a doctor's note (prescription pad) detailing the allergy and what substitute is O.K. to serve. Doctor notes are required to be kept on file and posted in the kitchen. It is also required to supply a new doctor's note each school year. Please call the food service office at 810-376-0031 ext. 315 for further information and we can guide you through this process.

### **Charge Policy**

The district will provide an automated food service program for student use. The program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption and disposal of food and beverages as well as fiscal management of the program. Meals shall be sold using the following procedures.

- The district will maintain an account for each student.
- Students may prepay by cash or check made out to Deckerville Hot Lunch Program on a daily, weekly, or monthly basis.
- Students may also deposit any amount to their account. **We do not give change, the total of the deposit is credited to the student's debit card account.**
- We will accept deposits from 7<sup>th</sup>-12<sup>th</sup> grades in the lunch line. Elementary will give their envelopes to their teacher to be sent to the elementary office.
- Individual meal history report can be distributed to students or parents at any time just by logging into the Zangle website by using a parent ID and password on the internet.
- **Charging privileges may be allowed up to a maximum of \$10.00.**
- **Students may only charge a Type A breakfast/lunch (a reimbursable balanced meal.)**
- **Any student exceeding the charge limit will receive a cheese sandwich and milk for their lunch. They will be charged their usual lunch price.**
- All charges must be paid immediately. Any charges remaining at the end of the semester will be collected before students receive their report card.
- Parents of senior students may transfer their money into a sibling's account or receive a refund. All other account balances will be rolled over to the next school year. Any parents wishing to transfer funds between sibling's accounts must notify the food service manager.
- **Students will not be allowed to purchase ala carte items if they have a negative debit card balance or do not have enough money in their account to cover their purchase.**

### **Behavior expectations:**

Every student is expected to follow the S.O.A.R (Safe, Organized, Accountable and Respectful) and P.R.I.D.E. (Prepared, Responsibility, Integrity, Dependability and Earn/Give Respect) guidelines for their actions in the cafeteria.

**Come In for Lunch**

We invite you to join your family anytime for lunch in the school cafeteria and encourage and welcome any questions and or comments as you travel through the serving line with your child. We look forward to serving you – our doors are open – come on in! An adult breakfast is \$2.85 and an adult lunch is \$3.20.

The Food Service staff looks forward to another great year. If you have any questions or concerns, please feel free to contact me at (810) 376-3615 or email [lvogel@deckerville.k12.mi.us](mailto:lvogel@deckerville.k12.mi.us)

Thank you,

*Laura Vogel*

Laura Vogel  
Food Service Director  
(810) 376-3615  
[lvogel@deckerville.k12.mi.us](mailto:lvogel@deckerville.k12.mi.us)