

BARTLESVILLE PUBLIC SCHOOLS
Child Nutrition Program
Elementary School Policies
2007-2008

The Child Nutrition Department operates the food services provided in the Bartlesville Public Schools. Breakfast and lunch are served in all of the schools following the guidelines of the National School Lunch and the National School Breakfast Programs.

Elementary Meal Prices

Breakfast:

| | |
|-----------------|--------|
| Student Paid | \$1.05 |
| Student Reduced | .30 |
| Guest | 1.55 |

Lunch:

| | |
|-----------------|---------|
| Student Paid | \$ 1.85 |
| Student Reduced | .40 |
| Guest | 2.60 |
| Extra Milk | .50 |

Payment for Meals

A computerized system is used for recording and accounting for meals and money. Each child is issued a bar coded account number. Advance payment for meals is credited (+) into each individual account and meals purchased are debited (-) out of the same account.

Meal moneys are collected and credited to the accounts by the school cafeteria manager or cashier. The school office staff members and secretaries do not handle meal moneys. Please deliver or direct payment to the school cafeteria. Please send checks or money orders when sending payment with elementary students. Misplaced cash is very difficult if not impossible to track.

Please make checks out to: *ISD #30 Child Nutrition.*

Payment Reminders

A payment reminder will be printed when the account balance reaches \$5.55. Additional reminders are printed each time a purchase is made with a balance of less than \$5.55. The payment reminder is given to the child each time it is printed. This will give the child ample opportunity to take the reminders home, letting parents know that payment is needed. Advance payment may be made in any convenient amount. Writing the child's name and/or account number on your check will assist the cashiers in crediting the proper account.

Charges

Only under special circumstances and with special permission from the principal and/or Child Nutrition staff will a child be allowed to charge meals. Charges will not exceed a three-meal limit. Alternative meal arrangements are made in the event of excessive charges or non-payment.

**No charges are allowed during the last four weeks of the school year.
Adults are never allowed to charge meals.**

Balance Carried Forward

Balances remaining on account and at the end of the school year will be carried forward into the following school year. Upon written request, refunds can be given during the school year in which the payment was made, but no later than May 15th.

Free and Reduced Price Meals

Applications for the Free and Reduced Price Meal program are distributed to all students at the beginning of the school year. Applications are always available at the Education Service Center, the school offices, and the cafeteria offices. Application may be made at any time during the school year.

Applications must be processed, eligibility determined, and approval notification made before students receive free or reduced price meals. This process may take up to ten working days. *Students are responsible for paying full price for all meals received prior to application approval.*

Individual Free and Reduced Price Meal application information remains confidential within the Child Nutrition Office. All families are encouraged to make application as the statistical information pertaining to the number of students qualifying for benefits is a determining factor in the federal and state funding allocated to the District for educational programs.

For additional information about the meal programs and service, contact the:

**Child Nutrition Programs
PO Box 1357
Bartlesville, OK 74005
(918) 333-7966**

In accordance with federal law and United States Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer. You may also write to the Oklahoma State Department of Education Child Nutrition Programs, Child Nutrition Programs Section, Room 310, 2500 North Lincoln Boulevard, Oklahoma City, Oklahoma 73105-4599.