

BARTLESVILLE PUBLIC SCHOOLS
Child Nutrition Program
Elementary School Policies
2010-2011

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	\$1.30
Student Reduced	.30

Lunch:	
Student Paid	\$ 2.10
Student Reduced	.40
Extra Milk	.75

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 payable to: ***ISD #30 Child Nutrition.***

On-Line Payment

Credit or debit card payments may be made by creating a student meal payment account on www.myLunchMoney.com (you will need the student's ID#). With a "myLunchMoney" account, parents will receive low balance notices by email. Parents also have the ability to view student sales history, set daily or weekly spending limits, control purchases, and select the automatic pre-payment option. "myLunchMoney" can be accessed from the district website.

Payment Reminders

A payment reminder will be printed when the account balance reaches \$6.30. Additional reminders are printed each time a purchase is made with a balance of less than \$6.30. 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 (\$6.30). 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 issued during the school year in which the payment was made, but no later than May 1, 2011.

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
1536 S Keeler
Bartlesville, OK 74003
(918) 333-7966**

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. "In accordance with federal law and United States Department of Agriculture 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, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, or call (800)795-3272 or (202)720-6382 (TTY). USDA is an equal opportunity provider and employer