



Unpaid Meal Charge Policy

Notification

All families will be given written notice of the Seacoast Christian Academy's unpaid meal charge policy. A copy of this policy will be included in the Student Handbook, posted online and sent home with each student on the first day of school along with the National School Lunch Program ("NSLP") Application and Instructions.

Application Assistance

To enable a student's parent or guardian to apply for meal assistance before school begins, NSLP applications and instructions are sent to parents and guardians via e-mail over the summer. Copies are also available in the office and online at <http://www.seacoastcharteracademy.org/parents/lunch.cfm>. Applications and instructions in Spanish are available upon request. A paper copy of the NSLP Application and Instructions will also be sent home with each student on the first day of school. The Food Services Manager will assist those who request help completing the NSLP application for school meal benefits. The Food Services Manager can be reached at (904) 562-4780.

Meal Ordering and Payment

Meals are ordered weekly in advance through the lunch order form sent home each week and funds can also be placed on your child's account. Payment can also be made with cash or check at the school.

Meal Distribution if No Funds

Those students who want to purchase a meal, and who have not ordered in advance and/or prepaid for a meal, will be allowed to pay for a meal with the **office assistant or classroom teacher**. If the student doesn't have funds to pay for his or her meal, the student will receive a reimbursable meal. The school will provide the meal, and advise the student's parent or guardian that payment is necessary. The student's parent or guardian will be notified on the day of the purchase. The student's parent or guardian may remit payment at the school or online.

Payment for Daily Purchases

Payment for meals can be made in cash, check or through the online lunch payment system. The online system will accept both credit and debit cards.

Outstanding Balance Notification

A payment reminder notice will be sent home with the student at the end of each month. The notice will include a detailed invoice. If a large balance (a balance of over \$100) is due, the notice will be mailed to the address for the student that is on file with the school. If a large balance remains unpaid for a period exceeding two months, the school will contact the parent or guardian via telephone to request payment.

NSLP Application Advisement

When the school calls a parent or guardian to request payment for a balance due, the school may learn about family circumstances that make it difficult for the parent or guardian to satisfy the amounts outstanding. In such a case, the school will strongly encourage the parent or guardian to apply for NSLP meal benefits. Upon request, and another copy of the NSLP Application and Instructions will be sent home with student or mailed to the address of record.

Debt Collection

The collection of outstanding balances will be handled by the Office Assistant. The Assistant will have the discretion to make exceptions to this policy in order to facilitate the collection of debts (i.e. setting up payment plans, etc.).