

**PERIDOT OUR SAVIOR'S LUTHERAN SCHOOL
UNPAID MEAL POLICY**

Meals are tracked and charged on a monthly basis. At the end of each month, meals served are calculated and charged to each family with a reduced or paid status. A paper bill is given to the student to be given to parents/guardians. Bills accrued from the month are due on the tenth of the following month. For example, bills for meals served in September would be sent home on the last school day of September or the first school day of October. Bills would be due on the tenth of October.

On the eighth or ninth of the month, a second copy of the bill is given to students who have an unpaid balance.

Any student who has an unpaid bill as of the eleventh of each month will be served a cheese sandwich with water until the bill is paid. This date may be postponed at the discretion of the director and kitchen manager. Reasons to postpone this date may include, but are not limited to: if the school office and kitchen are not open on the tenth of the month or if bills were handed out late.

Families may pay lunch account balances in multiple ways, both in person and over the phone. The cafeteria accepts cash, check, or money order as well as credit/debit card payments through the school office. Checks and money orders can be made out to Peridot Our Savior's Lunch Fund.

Families who cannot make payments by the due date may speak to the kitchen manager or the director to request an extension for payment. Reasonable requests will be granted.

R/R/U: 7/24/2023 BY LRSW