

Paris Community Unit School District No. 4

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PRE-PAY ACCOUNTING SYSTEM FOR STUDENT LUNCH and BREAKFAST

How the Pre-Pay System Works

Each child will have his/her own account in which to deposit money for lunch, breakfast, extra milk, and ala carte items. A student will be issued a PIN number to access the account. Cash or checks may be brought by the student for deposit. Payment may be made by the day, week, month, or with flat amounts such as \$10.00, \$20.00, etc. All money will be deposited into the student's account. No change will be returned. At the end of the year, any unused money left in your child's account will be retained in the account for the next school term. Students will be issued any remaining balance upon withdrawal or graduation from the school. **No student should have more than three unpaid lunch or breakfast charges to his or her account at any time.**

Extra Purchases

Students are allowed to purchase extra milk and other ala carte items, as they are available. Children who receive free or reduced lunch will also have an account for extra purchases. Sufficient payment must be deposited into the account before purchases can be made. **All students (including free/reduced lunch) are responsible for any charges that are accumulated for extra purchases.** If you do not want your child making extra purchases, please make him/her aware of that fact. **It is not the school's responsibility to see that students do not charge.** Students who have an outstanding lunch or breakfast balance will not be allowed to charge extra purchases.

Advantages of the Pre-Pay System

With the computerized lunch system, you no longer need to designate which days your child is eating. Students can check daily on the balance of their accounts. A quarterly statement will be sent home with report cards for every student.

Prices

Student Lunches	\$2.75	Reduced Student Lunch	\$.40
Student Breakfast	\$1.50	Reduced Student Breakfast	\$.30
Extra Lunch Milk	\$.50	Ala Carte Milk/Juices	\$1.50
Adult Lunches	\$3.75	Adult Breakfast	\$2.50

If you have any questions, please call the school office at 465-5391.

**LUNCH/BREAKFAST
UNPAID MEAL CHARGE POLICY**

Crestwood School has a responsibility to make meal service available to all students. However, the school is not required to provide meals to students who have excessive charges.

The following procedures will be used for students with unpaid meal charges:

1. The school will maintain a list of students who owe lunch/breakfast money during the current school year and the number of occurrences for each student will be recorded.
2. A written notice will be given to students who have accumulated three outstanding lunch/breakfast charges. This is for either regular-priced or reduced-priced lunch/breakfast.
3. A notice will be sent to parents for delinquent accounts in the amount of \$15.00 (\$3.00 for reduced) or accounts that have been outstanding for four weeks with no response. If the school receives no response within five days of the notice, the student's name will be given to the superintendent's office for further action.
4. Students with delinquent accounts will be expected to bring their lunch to school or to pay on a daily basis for a school lunch. Students with delinquent accounts may not be served breakfast.
5. An alternative lunch may be given to students with accounts that are considered delinquent and there has been no response to the notices. The child will be charged for the alternative meal at the regular rate.
6. Lunch/breakfast charges that are delinquent more than thirty days may be turned over to the district's attorney or other appropriate agencies for collection.
7. Lunch/breakfast money owed prior to applying for free/reduced lunch is still due to the school district.
8. Ala carte purchases are deducted from the balance on hand. Students may not purchase ala carte items unless there is a positive balance in the lunch account.

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I have read and I understand the lunch/breakfast money policy for Crestwood School.

Student's Name

Parent/Guardian Signature