



# East Meadow School District

Established in 1814

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

LOUIS R. DeANGELO  
*Superintendent of Schools*

ROBERT P. GORMAN  
*Assistant Superintendent  
for Business and Finance*

August 2009

Dear Parents/Guardians:

There have been some changes to the school lunch program this year. Enclosed for your information are two new policies that take effect September 2009.

One is the meal charging policy. Please read carefully and adhere to this new policy.

The other is the new prepayment procedure. Instead of envelopes, a new prepayment form will be available on the district website and on the student lunch line. We are no longer able to offer a discount for prepaid lunches. However, this procedure will offset raising the prices of student lunches which will remain the same at \$2.00 for elementary and \$2.25 for secondary.

Thank you for your cooperation regarding the above. We all look forward to a great school year.

Sincerely,

Robert P. Gorman  
*Assistant Superintendant  
for Business and Finance*

# Meal Charge Policy

The East Meadow School District recognizes that on occasion, students may forget to bring meal money to school. To ensure that students do not go hungry, but also to promote responsible student behavior and minimize the fiscal burden to the District, the District will allow students who may forget meal money to “charge” the cost of meals to be paid back at a later date subject to the terms in this policy.

To comply with the State guidelines and maintain a system for accounting for charged meals, regarding both full and reduced-price meals, the District shall:

1. allow only regular meals, meaning what is on the menu, excluding extras and snacks, to be charged;
2. limit the number of charges to five per student;
3. when a student exceeds the charge limit, provide a sandwich, fruit and milk at lunch;
4. notify parents on a timely basis of outstanding charges by telephone or by mail;
5. use a computer-generated point of sale system, which identifies and records all meals as well as collects repayments.

Charged meals must be counted and claimed for reimbursement on the day that the student charged(received) the meal, not the day the charge is paid back.

If the District suspects that a student may be abusing this policy, written notice will be provided to the parent that if he/she continues to abuse this policy, the privilege of charging meals will be refused.

Families may apply for free/reduced meals at any time during the school year. Applications are mailed to all families prior to the school year. In addition, applications are available at the District Office, all school offices and in the cafeterias.

The School District shall send a letter home before the beginning of the school year to all parents, outlining the requirements of this policy. This policy shall also be published on the school districts web-site.

# EAST MEADOW SCHOOL LUNCH PROGRAM

Dear Parents and Students,

One of the benefits of our computerized point of sale system is that you can easily pre-pay for school lunches and snacks.

This pre-payment form makes it even more convenient for you to pre-pay, and allows you to budget for lunch and snack money. ***(REMEMBER...money specified for lunches cannot be used to purchase snacks, only lunches.)***

Simply fill out the form, send cash or make a check payable to **East Meadow School Lunch Fund**, and present the form to the cashier next time he or she purchases lunch in school. Additional pre-payment forms are available in your school cafeteria or on the school cafeteria web page.

**- EFFECTIVE SEPTEMBER 2009 -**

**There is no discount for pre-payment of lunches.**



## Prepayment Deposit Form

Date \_\_\_\_\_

Student's Name \_\_\_\_\_

(PLEASE PRINT)

Amount for Lunches:	\$ _____
Amount for Snacks:	\$ _____
Total Pre-payment Amount:	\$ _____