

FOOD SERVICE MANAGEMENT POLICY

The School Committee, Administration and Staff of the Wellesley Public Schools recognize that a healthy, nutritious meal plays an important role in the readiness and ability of students to learn. For this reason the School Committee has established a policy to provide for a clear and consistent approach to meal account procedures while treating all students with dignity in the serving line. The District believes that it is the adult parent or guardian's responsibility for the payment of meal charges and it is our desire to engage in positive interactions with both the parent and the student when a meal account is not current.

Policy Administration

The School Department Business Office is responsible for ensuring that all accounts, including the Food Services Revolving Account, are properly managed and accurately reported. Within this scope of responsibility, the Business Office works closely with the Food Service Management Company (FSMC) to monitor students' meal accounts, including methods of payment and current balances, with the goal of eliminating negative balances. Families who have signed up on-line for the low balance alert are notified that the account is running low and needs to be replenished.

Any student whose account has a zero balance will be provided an alternative meal at a reduced price, which is charged to the student's account. This will result in a negative balance on the account until the balance is resolved.

Any positive balance remaining on a student's account will be carried into the following school year or, in the case of a graduated student, following notification to the family, moved to a sibling's account or refunded to the family. If the District receives no response to the notification, or if the family wishes to leave the funds with the District, the District will use the funds to offset any negative balance at the end of the fiscal year that must be charged to the operating budget.