

LUNCH PROGRAM POLICY

2015 - 2016



DAILY LUNCH ORDERS: OLP students are fortunate to have freshly prepared meals, made to order. This means that *morning lunch orders are critical* to the staff in preparing meals. If your child will be arriving at school late, please follow these guidelines:

- **CALL AHEAD to order a hot lunch, by 9:30 a.m., or,**
- **BRING A LUNCH.** **Note that fast food is not allowed in the school cafeteria. If the lunch you bring in for your child is not homemade, they will need to eat at the office.

ACCOUNT BALANCES: OLP's Hot Lunch Program is a *pre-paid* program. It is the responsibility of PARENTS to check account balances regularly and keep them pre-paid and current. **The Lumen system does not automatically generate low balance letters.** We appreciate the diligence of parents in keeping accounts current to reduce the number of emails which must be sent to inform families of negative balances.

IMPORTANT: Note that students with a negative lunch balance of **-\$10.00 or more** will be served a simple cheese sandwich, with milk and a Gogurt, instead of Hot Lunch, "Sack" Lunch, or Salad Bar, until the account has been brought up to date.

- **Low balance emails will only be sent when a student's balance is \$-10.00 or greater, as monitored on a weekly basis. At that time, parents will have a two-day grace period to bring the account up to date. For example, if emails are sent on Monday, payment must be received by Wednesday morning. After that time, the cheese sandwich policy stated above will be in effect until the account has been brought up to date.**
- **"Extra" purchases (snacks and ala carte items) will not be allowed for any student with a negative balance.**

Please regularly check Lunch Account Balances from the Lumen Parent Portal. When payments are made, attach them to the Lunch Payment Form to ensure proper accounting. A link to the Lumen Portal and the Lunch Payment Form are accessible on the school website: <http://olplsschool.org/hot-lunch-program>

Payments may be sent to the school office with your student; or, payment may be made using the new online lunch payment feature in Lumens. To utilize the online payment feature, you must log into your child's account and go to the Lunch Info tab on the left and click on the **Add Money by Credit Card** button. A screen to the right will appear in which you will need to complete the appropriate information and press the **process payment** button. *Please note that a \$3.00 fee will be assessed to use the online payment feature and payments cannot be made to a family account but must be made into each student account.*

If you need to have a pre-paid amount transferred from one student's account to another, please email Mrs. Melissa Wade with your instructions. mwade@olpls.org

