

LUNCH PROGRAM POLICY

2018 - 2019



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. 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 in the Sycamore Information System. Lunch payments may be made in Sycamore, but please note a 2.5% fee will be assessed to use the online payment feature. When payments are sent in with students, attach them to the Lunch Payment Form to ensure proper accounting. A link to Sycamore and the Lunch Payment Form are accessible on the school website: <http://olplsschool.org/hot-lunch-program>.

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