

# Taylor Community Schools

## Food Service Department

### Meal Payment Policy

The Taylor Community School Corporation food service department utilizes a computerized point-of-sale system, Cafe Enterprise. Upon enrollment, all students are given a Cafe account and 4-digit PIN number. Money deposited into this account can be used for the purchase of breakfast, lunch, milk and ala carte items. New to the corporation is My School Bucks, where parents may check their child's account balance, their activity and make deposits to their account.

#### I. Payment Options

The food service department requires that money is pre-paid into the account prior to **the-point-of-sale**. Depositing cash or checks during lunch service will reduce the total time students have to eat. Therefore, we ask that payments be turned in to the cafeteria office by 10:00 a.m. When making debit or credit card payments please try to do so before 10:00 a.m. The following payment options are available:

- a. Major credit card or Debit payable through My School Bucks
  - i. Service fee of \$1.00
  - ii. No Minimum Deposit
- b. Check
  - i. Check must be made payable to Taylor School
  - ii. Must have student's name & 4-digit PIN number in memo
  - iii. If more than one student is on a single check, the check must specify how much money is to be deposited into each account
  - iv. The payment must be sent in a sealed envelope, clearly marked with the students name and 4-digit PIN number
  - v. If a check is returned due to non-sufficient funds (NSF), we will attempt to collect all money owed. In the event it cannot be collected, a third-party collection agency will be utilized.
- c. Cash
  - i. Elementary students must turn payment in to teacher in a sealed envelope, clearly marked with name & 4-digit PIN number
  - ii. Middle & High school students must turn payment in to cafeteria in a sealed envelope, clearly marked with name & 4-digit PIN number

#### II. Account Balance Information

Taylor School Corporation expects parents to be responsible for monitoring their student's Cafe account and maintaining a positive balance. Free and reduced-price meal assistance is available to all patrons at any time throughout the school year. Applications may be obtained from any of our school offices. Contact the Food Service Director at 765-453-1101 Ext 501 with questions related to free and reduced-price meals.

The food service department has implemented an automated phone system to notify parents of negative account balances. Any student with a negative lunch account balance will receive an automated phone call. To obtain information about your student's accounts contact the cafeteria office at 453-1101 Ext 501 or Ext 506.

**There is no charging allowed. In the event a student does not have money to pay for a meal a meal should be sent from home. If a meal is not sent from home the following will apply:**

An alternate lunch will be served for \$.75, consisting of a peanut butter sandwich and milk. Any student with a documented peanut allergy will receive a deli meat or cheese sandwich. The student will ~~not~~ receive an alternate meal until all charges are paid and the account has a positive balance. There is no alternate breakfast.

**\* The USDA and the State of Indiana are equal opportunity providers and employers. \***