

## **Brookfield Local School District Charge Guidelines for the Cafeteria**

It is the parent(s)/guardian(s) responsibility to see that their student(s) has money into his/her account to purchase meals, have money for that day's meal, or that they bring a lunch. The school district has a POS (point of sale) system available at each building that works as a "debit" account. This means the student puts money in their account "in advance" of purchasing food. *(If your check is returned for nonsufficient funds (NSF), your account will be debited electronically for both the face amount and returned check fees.)* If your student(s) has a zero balance in their account and has no money to purchase a meal, then the following policy will be in effect:

### **Brookfield Elementary School:**

1. Students will only be permitted to charge up to \$16.25 at any given time for a regular meal.
2. After the account reaches a negative of \$16.25 for full paying students and \$10.00 for eligible reduced paying students, the student will be provided with an alternate meal (i.e., sunbutter/jelly sandwich, fruit, vegetable, milk) and his/her account will be charged for the price of a meal.
3. If a student has cash, but owes money to his/her account, he/she can only buy a regular breakfast and/or lunch for that day. No extras may be bought until account is paid in full.
4. There is no charging for extra items, only for full breakfast and lunch.
5. Unpaid charges for students will result in the following:
  - A. A verbal reminder to student
  - B. A written reminder sent home with student
  - C. Telephone call home
  - D. Letter sent home
  - E. Meeting between school principal and parent/guardian
  - F. Retention of report card (at each 9 weeks and at year end)
  - G. If a student withdraws from the district, records might be held until lunch account is paid in full.

**NO CHANGE WILL BE GIVEN BACK TO STUDENTS. ANY EXTRA MONEY  
WILL BE DEPOSITED INTO THE STUDENT'S ACCOUNT.**

### **Brookfield Middle School:**

1. Students will only be permitted to charge up to \$17.50 at any given time for a regular meal.
2. After the account reaches a negative of \$17.50 for full paying students or negative \$10.00 for eligible reduced paying students, the student will be provided with an alternate meal (i.e. sunbutter/jelly sandwich, fruit, vegetable, milk) and his/her account will be charged for the price of a meal.
3. If a student has cash, but owes money to his/her account, he/she can only buy a regular breakfast and/or lunch for that day. No extras may be bought until account is paid in full.
4. There is no charging allowed for extra items, only for full breakfast/lunch.
5. Unpaid charges for students will result in the following:
  - A. verbal reminder to the student
  - B. A written reminder sent home with student
  - C. Telephone call home from the food service supervisor
  - D. Letter sent home
  - E. Meeting between school principal and parent/guardian
  - F. Retention of report card (at each 9 weeks and at year end)
  - G. If a student withdraws from the district, records might be held until lunch account is paid in full.

**NO CHANGE WILL BE GIVEN BACK TO STUDENTS. ANY EXTRA MONEY  
WILL BE DEPOSITED INTO THE STUDENT'S ACCOUNT.**

## **Brookfield High School:**

1. Students will only be permitted to charge up to \$17.50 at any given time for a regular meal.
2. After the account reaches a negative of \$17.50 for full paying students or negative \$10.00 for eligible reduced paying students, the student will be provided with an alternate meal (i.e. sunbutter/jelly sandwich, fruit, vegetable, milk) and his/her account will be charged for the price of a meal.
3. If a student has cash, but owes money to his/her account, he/she can only buy a regular breakfast and/or lunch for that day. No extras may be bought until account is paid in full.
4. There is no charging allowed for extra items, only for full breakfast/lunch.
5. Unpaid charges for students will result in the following:
  - A. A verbal reminder to student
  - B. A written reminder sent home with student
  - C. Telephone call home from the food service supervisor
  - D. Letter sent home
  - E. Meeting between school principal and parent/guardian
  - F. Retention of report card (at each 9 weeks and at year end)
  - G. If a student withdraws from the district, records might be held until lunch account is paid in full.

**NO CHANGE WILL BE GIVEN BACK TO STUDENTS. ANY EXTRA MONEY WILL BE DEPOSITED INTO THE STUDENT'S ACCOUNT.**

## **All Buildings:**

A student can only use the deposited funds in their account for cafeteria purchases and may never “withdraw” cash from their account. At the end of each school year, any money left in the student’s account will be rolled over for the next school year. Deposits can be made any day of the week or month.

**No deposits will be taken at the registers. There will be a deposit box located inside of the kitchen for students to deposit their check every morning. Elementary students may give their check to their teachers. Send a personal check or cashier’s check with your student’s first and last name on it made out to Brookfield Cafeteria. Do not send in cash. The cafeteria/school district is not responsible for lost or stolen money. \*\*Please make sure your student’s first and last name is on the check or envelope. Thank you for your cooperation. You are able to get on line and check your student’s account balance. For more information on this, check out our school’s web site at [www.brookfield.k12.oh.us](http://www.brookfield.k12.oh.us). Click on food services. If you have any problems, please feel free to call me at 330-448-5021.**

If a student leaves the district (i.e., moves to another school, graduates, etc.), balances in excess of \$10.00 will be refunded if all other financial obligations to the district are met (i.e., student fees, fundraiser monies, books returned, etc.) if requested in writing to the Supervisor’s office at 614 Bedford Road, Brookfield, Ohio 44403. A check will be issued only upon confirmation of the balance by the treasurer and verification from the building principals and secretaries that all other obligations have been met. If the student has a negative balance, their records may be held until account is paid in full.

**\*\*\*Just a reminder, the cashiers will not have cash in their registers. Therefore, there will be no change given back to the students. Any deposit will go directly into that student’s lunch account. Please make sure your student is prepared for this.**

**Brookfield School District's**  
**Cafeteria Charge Guideline Agreement**

I have read/understand the Brookfield Local School District's Cafeteria Charge Guideline. I have discussed this guideline with my child/student. I understand that it is my responsibility to provide any funds necessary for my child's lunch account.

**Please sign and return to the cafeteria.**

Name of student (please print) \_\_\_\_\_

Name of student (please sign) \_\_\_\_\_

Grade of student \_\_\_\_\_

Homeroom teacher \_\_\_\_\_

Name of parent/guardian (please print) \_\_\_\_\_

Name of parent/guardian (please sign) \_\_\_\_\_

Date: \_\_\_\_\_

If you have any questions regarding the charge guideline please do not hesitate to call Donna Bailey at 330-448-5021.