

Food Service

Meal Policy

Both the State Road and Early Learning Center campuses have full service kitchens which prepare and serve the National School Breakfast and Lunch program compliant meals each school day. Students are allowed ample space and time to eat their meals.

Families may choose to send in money on a daily basis or add money to their child's cafeteria account. Monthly food service menus are posted on the school's website to assist with planning your meals. Please refer to the website for more information, www.agcharter.org, and select the Food Services tab. Breakfast and lunch are available for purchase for every student and faculty member. The food service staff will presume that every student that enters the cafeteria line has parental consent to purchase or charge a meal to their respective account. If a student charges or purchases a meal or an a la carte item without parental consent, the respective parent or guardian will remain the responsible payee for the accrued charges as the food service department will not have knowledge of household agreements, of all AGCS families.

The AGCS cafeterias at both State Road and the Early Learning Center use a computerized Point of Sale system. Upon enrollment every student is assigned a unique PIN number which stays with the student throughout the student's tenure with AGCS. All students must either enter the number on the keypad or use their student ID badge at the end of the serving line. The system provides complete confidentiality to those students receiving free or reduced price meals.

Cafeteria Account Prepayments

The cafeteria cannot run efficiently when student accounts run a negative balance. It is the responsibility of the parent/guardian to ensure there is sufficient money in the cafeteria account to cover purchases.

A parent/guardian may add money to the cafeteria account via online payment, or send in cash or check made payable to AGCS. If sending cash or check, place payment in an envelope labeled "Cafeteria" with your child's name on the envelope. Print your child's name in the memo section of the check. One check can be made out for siblings with directions on allocating the funds. Separate checks are not required if siblings attend different campuses.

Online Payment/Deposit

Online deposits/payments can be made by visiting www.schoolcafe.com. There is a 5% vendor fee to use this service.

Parents can view meal transactions daily by logging into their School Café Account. There is a \$20.00 minimum and \$1,000 maximum amount that can be deposited into a student's account.

Negative Balance Accounts

Cafeteria staff are not permitted to communicate an account balance to a students in graded K-8. Parents will be notified by email, USPS, and/or telephone call when their child's account has a negative balance. Accounts with a negative balance greater than -\$35.00, will be referred to school

administration. Parents can sign up in School Cafe to receive low balance alert emails and automatic payment options.

Students Grades 9-12: Cafeteria staff may have direct communications with students regarding low balance or money owed. Communication with the student is made individually and discreetly. This is in addition to the communication with parent or guardian.

Students at all grade levels may charge any of the breakfast or lunch packages. The student is allowed to charge a breakfast and lunch each school day until the matter is resolved. Students will never be denied meal. A meal can only be denied if the student's parent or guardian has directed the school, in writing, to withhold meals from the student. If it is determined that the student's negative balance will not be satisfied, the student's negative balance will be paid with non federal funds. Students with a negative balance will not be stigmatized, required to perform chores or other work or be required to take an alternate meal as a result of the negative balance.

End of Year Balances

Account balances will be carried over to the next school year. When any student leaves AGCS or graduates the school, we will attempt to contact the child's household to return any funds remaining in the student's account. Households approved for free/ reduced price meal benefits must receive a refund. Families who are not approved for free/reduced meals may donate the funds remaining in their account rather than receive a refund when their child leaves the school. AGCS will attempt to contact all graduates in regard to their positive cafeteria balances.

Free and Reduced Price School Meal Benefit Form

Families are offered the opportunity to apply for federal assistance, which may result in free or reduced price meals. Families need to apply each year after July 1 for the following school year unless they receive a letter of Direct Certification. Applications may be completed online by visiting the Food Service page on the school's website, www.agcharter.org and follow the link for www.schoolcafe.com or you may print the application from the website. Applications are available in the school office at both campuses. Students can return the completed forms to the school office to the attention of the Food Service Administrative Assistant, at either campus. You will receive notification of your approval or denial into the meal benefit program. The Point of Sale system provides complete confidentiality to those students receiving free or reduced price meals.