

Immanuel Lutheran School Food Service Program Lunch Account Policy

Immanuel Lutheran School utilizes a computer software program to keep track of family lunch accounts. Payments made are credited to your entire family, and as students purchase meals and/or milk, an offsetting charge for purchases are made against the family account.

Parent(s)/Guardian(s) are encouraged to make online lunch payments, or send one check for the whole family. Checks should be made payable to Immanuel Lutheran School.

The Business Administrator will review family accounts on a weekly basis. If the balance of the family account reaches minus \$20 per family, an email will be sent to the parent(s) stating that the food bill is in arrears. Full payment or payment arrangements are expected to be made within seven (7) days of the date of the email or your child(ren) will not be allowed to utilize the Food Service Program meals.

If the parent or guardian fails to provide the student with a meal, the School will provide the student with an alternative lunch and a charge of \$4.40 will be added to the family account.

Parent(s)/(Guardians will be charged the current bank fee for any returned checks due to insufficient funds. This fee is deducted from the family account.

The Business Administrator is expected to protect the congregation of Immanuel Lutheran Church in making every effort to collect all food service related charges due the School.

Negative family balances can be carried over to the next school year or turned over to a collection agency or small claims court. All family balances must be paid in full prior to graduation.

Any questions should be directed to Mrs Maggie Uravich:
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