

## **ELEMENTARY SCHOOL CAFETERIA PROCEDURES**

- ◆ Prices: Breakfast-\$1.45, Lunch-\$2.70, Entrée-\$2.00, Side Dishes-\$.80, Milk-\$.65, Bottled Water-\$1.00, Reduced Lunch-\$.40, Reduced Breakfast-\$.30.
- ◆ Students wishing to eat breakfast at school report directly from the bus to the cafeteria. Breakfast is picked up and taken to the classroom to eat.
- ◆ Classroom teachers take children to the cafeteria at lunch time.
- ◆ A declining balance system is used to track student deposits and purchases. Students' computerized accounts are accessed at serving time and the purchase price of meals, milk or extra items is deducted from the child's account.
- ◆ Deposits are accepted each Monday or the first school day of the week for the entire week or longer. Deposits will be accepted on other days of the week for students who were absent on Monday.
- ◆ Make checks payable to: SCASD Food Service Dept. **Please use a separate check for each child.** We cannot give change for checks. Checks returned from the bank for insufficient funds will be assessed a \$35 fee.
- ◆ Deposits can be made to your child's lunch account electronically at [myschoolbucks.com](http://myschoolbucks.com). There is a \$2.49 fee for electronic payments, but a single payment can be split between multiple children. The State College School District does not profit from this payment system. It is provided as a convenience to families.
- ◆ Students eligible for free meals do not need to make deposits. However, they are welcome to deposit money for milk or extra purchases.
- ◆ Students are expected to have money in their accounts in anticipation of purchases but will never be denied lunch for lack of funds.
- ◆ Pennsylvania School Code requires that lunch account IOUs be discussed only with the parents/guardians. We are not able to tell your child when they are out of lunch money. Current balances and transaction history can be viewed at [myschoolbucks.com](http://myschoolbucks.com). Please sign up for email notification of your child's low account balance at the [myschoolbucks](http://myschoolbucks.com) web site.
- ◆ Children may not use another child's account to make purchases. Siblings cannot share an account.
- ◆ Account refunds can be requested by emailing [mas15@scasd.org](mailto:mas15@scasd.org).
- ◆ Balances remaining at the end of one school year will be available for use on the first day of the next school year.
- ◆ Three entrée choices are offered each day. Review the menu with your child so that he/she is comfortable making a menu selection. Meal counts are taken in the morning, and because of production constraints, changes at lunchtime are discouraged.
- ◆ School lunches include five components: meat/meat alternate, bread/grain, vegetables, fruit, and milk. Students choose one of the featured entrees that are planned to include both the meat/meat alternate and bread/grain components. To complete the meal, students choose one serving of fruit, all of the vegetables that they care to eat, and a serving of low-fat or fat free milk. Featured fruits and vegetables are listed on the menu but additional choices are offered each day. Students can always find choices that they like to eat. Students will be asked to select additional food items if at least three of the five components are not selected or if they do not choose at least one-half cup of fruit or vegetable. When a dessert is offered, students may select it in addition to the five meal components.
- ◆ Money deposited to your child's account can be used to purchase meals, milk, or extra food items. Students may order an extra entrée for \$2.00. Extra fruit and vegetable side dishes can be purchased for \$.80. Dessert items can be purchased when available for \$.80. Bottled water is available daily for \$1.00. Students who have money in their accounts will be allowed to purchase these items unless a parent has requested an account notice to restrict purchases. If you wish to restrict your child's spending, contact your school's cafeteria manager to have a note added to your child's account.
- ◆ Our menu is subject to change. On 2-hour delay days, breakfast will not be served. When school is cancelled, the menu on the next day back will most likely be the menu missed due to the cancellation. Changes are posted on our web page.
- ◆ Please read your menu carefully each month for news and announcements affecting the lunch program. Additional information, including school cafeteria contact information, is available on our web page: [www.scasd.org/schoolmeals](http://www.scasd.org/schoolmeals).