

## PowerLunch Policies for Centerville-Abington Elementary School and Rose Hamilton Elementary School

### Depositing Money

Each student has his/her own lunch account and money must be deposited at each individual student's school or online through our RevTrak website. All deposits must be given to your child's teacher at the beginning of the day. The lunch cashier will not accept any student's PowerLunch deposit during the lunch line unless if they were absent in the morning.

If sending a check, a separate check must be written for each student even if they are in the same family. The only exception to this policy is if the students are in the same building and the amount to be deposited into each student's account is clearly indicated on the check.

If sending a cash deposit, place it in a sealed envelope with the student's full name and amount of the deposit written on the outside. These deposits will be posted the same day they are received. (The cafeteria is not responsible for lost, unidentified, or stolen lunch deposits.)

If you would like to pay with a credit or debit card you may do so by using our RevTrak website. (A link to this website is available on the school's homepage, [www.centerville.k12.in.us](http://www.centerville.k12.in.us)) These payments will be deposited into your child's account immediately.

### Breakfast/Lunch Charges

If a student does not have sufficient funds in their PowerLunch account they will not be able to charge any ala carte items, including milk, until their account balance is paid in full. They will however be able to charge a regular breakfast/lunch to their account. These charges are expected to be paid in full the following school day. (No charges will be allowed during the last 10 school days of the year.)

Additional meals are considered ala carte purchases and therefore students must have sufficient funds on their PowerLunch account to purchase additional meals. An additional breakfast costs \$1.50 and an additional lunch costs \$2.50 regardless of the student's lunch status.

Students will be verbally informed when their account balance is low and they need to deposit money onto their account. Letters will be sent home weekly with students that have negative account balances. Parents and/or students can check their account balance by logging on to their PowerSchool account (A link to this website is available on the school's homepage, [www.centerville.k12.in.us](http://www.centerville.k12.in.us)) and clicking on the dollar sign. Account balances can be viewed on our RevTrak website also but they are only updated every 2 weeks. To see a current account balance you must use the PowerSchool website.

If a student has charged up to -\$10.00 their parent will be contacted to let them know their child's account balance is negative and that they need to send money with their child the next school day. After this time, they will not be allowed to charge a regular meal. Instead they will be given an alternative meal of a biscuit and white milk for \$0.50 at breakfast and a grilled

cheese sandwich and white milk for \$0.75 at lunch. (These charges will be added to the student's negative account balance.)

If a student's PowerLunch account has been negative for more than 30 school days their parent will be contacted to let them know of their child's account balance. If full payment is not received within 10 school days the school's administration will initiate appropriate collection procedures.

### ID Cards

Students must bring their school issued ID card with them to the cafeteria to purchase meals and/or ala carte items regardless of how they will be paying for their meal. These cards are kept by your child's teacher and are only passed out at lunch time. If your child brings their card home for any reason please send it back to school with them the next day.

If a student loses or damages their card they will be given one new card per school year at no cost. If an additional card is needed after that the child's parent will be contacted to inform them that their child's PowerLunch account will be charged a \$2 fee to make a replacement card.

### End of Year Account Balance:

Unless otherwise notified, at the end of the school year all PowerLunch account balances (positive and negative) will automatically be rolled over to the next school year. If a student moves out of the school district their PowerLunch account must be brought to a zero balance. Payment for negative account balances will be required at the time of withdrawal. A check will be written for positive account balances and will be mailed to the student's parent at their forwarding address.