

Policy on lunch payments and outstanding balances

Student lunch accounts are to be pre-paid. Payments can be made via credit card or check through Renweb. A fee of 3.75% will be charged if you use a credit card (MasterCard, Discover or American Express are accepted). If you pay with an e-check a flat fee of .85¢ will be charged. Payments can also be made by check or cash by sending payment into school with your student (please send in an envelope labeled with the student's name).

When your lunch account has an outstanding balance, you will receive a daily automatically generated e-mail until the account is paid in full.

If the unpaid balance of your lunch account exceeds \$25, you will receive a letter notifying you of the outstanding balance.

If you fail to bring the account current and your unpaid balance exceeds \$50 you will receive a letter and a phone call asking you to begin packing your students lunch until you are able to bring the account current.

We will never refuse to provide a student a lunch if they do not have one, but please note that you will be charged for any lunches that your student receives. It is not in your best interest for the school cafeteria to allow you to continue to accrue a balance that you are unable to pay. If your student has an outstanding lunch balance that exceeds \$50, your child's report card will be held until the balance is paid in full.

If the unpaid balance of your lunch account exceeds \$100 you will be contacted and asked to bring the account current. If you are unable to do so, the outstanding balance will be added to your tuition bill.

Please note that Penn Christian Academy participates in the National School Lunch program and offers free and reduced lunch to qualifying students. Families can apply by visiting www.paschoolmealsses.com and submitting an application.