



A Classical Education for the Modern World

## Meal Charge Policy

Washington Latin provides universal “Free for All” school breakfast to all students. There is no charge for breakfast for Washington Latin students. In addition, all students may choose to take school lunch on any day without prior notification or sign-up. Students come through the lunch line and those who take all components required to make up a reimbursable lunch are asked to enter their unique code (usually 4-digits) on a keypad to be captured by our lunch tracking system. An adult (usually the Food Service Manager) will refer to the student’s name and photo, and possibly refer to the student by name to ensure the correct student’s meal is being recorded.

Parents can view lunch balances on-line or through the Power School app at any time. The Director of Operations sends invoices to families of students who do not qualify for Free and Reduced Meals roughly once every 6-8 weeks via e-mail. Families are asked to pay any balances within two weeks of the invoice.

In January, the Director of Operations compiles a list of families with balances in excess of \$100 and meets with the Head of School (and sometimes others) to decide how to proceed. Those families will likely get a phone call or other communication from the Head of School, Principal, Assistant Principal or other senior administrator to attempt to collect payment (these communications may be done in English or Spanish, as appropriate for the family). Families who have not submitted a Free and Reduced Meal application but who may qualify for the program will be encouraged to submit an application at that time. Families who do not qualify for FARMs will be placed on a payment plan designed to ensure full payment by the end of the school year.

In August, prior to the start of the school year, the Director of Operations will send out invoices to families with outstanding balances from the prior year. This communication will strongly urge them to make payments before the start of the new school year and will include an electronic copy of the Free and Reduced Meal application to remind families to complete it they believe they may qualify.