

Laconia School Food Service Department



Timothy Goossens, Director
39 Harvard Street, Laconia, NH 03246
phone 603 524-3543 fax 603 528-8442
e-mail: food.service@laconia.k12.nh.us

Charging Policy – February 2014

The Laconia School District realizes that the primary responsibility of the Food Service Department is to provide nutritious meals to all students, and to do so in a financially responsible manner. Additionally, the level of responsibility, and therefore the level of involvement the student has in making sure funds are available for their meals increases with their age.

Balance Statements

At each school, weekly low balance statements are sent home via email or with students when account balances fall below a pre-determined amount. This amount varies based on a student's eligibility. If funds are not added and the balance falls below zero, negative balance statements are sent. Finally, if there is still no action by the parent, severe negative balances statements are sent when the accounts become severely delinquent. The printing of these statements is recorded in the student's account.

Additionally, parents can check their student's account balances online at any time or sign up for additional email notification via the MyMealtime site.

Elementary Schools

If, after receiving several balance statements, the negative balance on an account reaches 20 dollars, the foodservice bookkeeper and or the school manager attempt to personally contact the household. Every attempt is made to resolve the situation, including checking for meal benefit eligibility and setting up a payment schedule. In many cases, person contact is impossible as phones have been disconnected or messages go unreturned.

If the account reaches 30 dollars negative, a letter is sent to the parent indicating that if the situation is not resolved by the end of the upcoming week, the student will no longer be allowed to charge and the student's meals for this week are charged to the Santa fund. We also let the parent know that we are willing to work on a payment schedule, or even allow the meals to be paid for on a daily basis, leaving the unpaid balance alone. The principal of the school is copied on this letter.

If the situation is not resolved within the week, the student is no longer allowed to charge. Payment must be made on a daily basis, and any additional funds are applied to the negative balance. If no payment is sent in, the student will not be provided school meals.

Middle School

At this level, students are discretely told their balance is low or negative by the cashier as they pass through the line as they are more able to play a limited role in resolving the situation. Other than this, the process is the same as the Elementary schools.

High School

Students are discretely told their balance is low or negative by the cashier as they pass through the line. Students at the high school are allowed to charge up to 6 dollars negative. After that, no further charging is allowed.

