



VOYAGER PUBLIC CHARTER SCHOOL

"A Journey of Learning Never Ends"

Dear Voyager Parents and Guardians,

The purpose of this letter is to provide families with important information regarding our policy on the use of the Meal Tracker system. It is a prepayment system whereby CASH or CHECK is deposited into each student's account to pay for his/her meal purchases.

Background

- Each student is assigned a Meal Tracker account number.
- Each student's account is like a personal debit account for purchasing school meals. Each student or parent will make deposits into their account by cash or check.
- Student eligibility status, i.e. Free, Reduced or Paid, is confidential.
- All Free and Reduced students must apply every year for new eligibility status. Applications are available 30 days prior to the first day of school. You may apply at anytime during the school year.

Making Deposits

- We start accepting payments for student accounts 30 days prior to the first day of school. During the school year students or parents may drop off deposits at the school office in the designated drop box. Please put cash or check in the envelopes provided in the office or you may use your own envelopes when making a deposit. Please include NAME OF CHILD, GRADE AND ROOM NUMBER and AMOUNT on the envelope if you are using your own envelope. If you have more than one child attending Voyager PCS, you can put more than one child's payment in the same envelope.
- Account(s) must have sufficient funds available at least one (1) week prior to the first day of school in order for meals to be purchased on the first day of school.
- *Voyager PCS shall assess and collect a service charge of \$25.00 (cash only) for any dishonored (bad) check in accordance with Chapter 40-35.5 H.R.S. (Effective 7-2-07). No further checks will be accepted from the check writer for the remainder of the school year.*
- Deposits must be for the exact amount. NO CHANGE WILL BE GIVEN. Receipts will be given for CASH payments only and will be given to students through their homeroom teachers.
- Please deposit cash or check into your child(ren)'s account(s) on a regular basis to prevent his/her account from going into a negative balance.
- Students who are classified as Free or Reduced status on the lunch program should keep sufficient funds in their meal account to cover any second meals that the student may want to purchase. (For example: If students are classified under Free/Reduced lunch status and they purchase a second lunch, they will be charged the full \$4.50 amount for that second lunch.)

All student second meals (regardless of eligibility status) will be charged the full price of \$4.00 for breakfast and \$4.50 for lunch (second meals are not reimbursed by the U.S. Federal Government).

Lunch Loans

- When a student meal account reaches a negative balance, the office will send a reminder notice home with the student and an automated evening phone call, text or email will be generated requesting the parent to deposit money into their child's meal account. They will still be allowed to purchase breakfast

and lunch. However, they will not be allowed to purchase a second breakfast or lunch until their meal account is replenished.

- Student loans made by the school will not exceed a total of \$22.50, and \$2.00 for students who are classified under Reduced status. Students with a loan amount exceeding these totals will be denied service of meals. This is in accordance with the Hawaii State Department of Education School Food Service Policy.

End of the School Year Policy

- **NEGATIVE BALANCES:** Students are required to clear their accounts of negative balances before the end of the school year.
- **CARRY OVER OF FUNDS:** If students are returning to Voyager PCS the following year, their current balances will be carried over to the next year.
- **STUDENTS LEAVING THE SCHOOL:** If students are leaving Voyager PCS to go to another school the following year, parents/guardians can do one of the following:
 1. Parents/guardians may submit a request to the office to transfer funds from the student leaving to a sibling who will be returning the following year.
 2. Parents/guardians can request a refund starting on the first business day after the last day of school. After request is received, please allow ten (10) business days to process. Refunds of \$15.00 or more shall be refunded by check and mailed to the requester. Refunds under \$15.00 shall be given to requester in cash. You will be notified when your refund is ready for pick up.

Food Service

- Because we do not have a kitchen on site, all of our meals are provided by an outside vendor.
- Breakfast is served on a **first come, first served** basis. Unfortunately, we are not able to "hold/reserve" breakfasts. Breakfast hours: 7:20 am - 7:40 am, or until all breakfasts have been served (whichever occurs first).
- Lunch count must be in to the vendor daily by **8:30 am**. If your child(ren) will be arriving at school after **8:15 am** and needs a school lunch, please call the office to let them know.
- Please remind your child that they are responsible to let their teacher know daily if they are having home or school lunch (regardless of classification).
- No extra lunches are ordered. If your child(ren) does not order a school lunch, you must provide them with a home lunch.

If you have any questions or concerns regarding our Meal Tracker policy, please call the office at 521-9770.

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