



Aspen Academy's philosophy is to provide nutritious meals to all students who wish to purchase a meal or are eligible for a free or reduced-price meal per the regulations of the National School Lunch Program. Parents are responsible for providing their children with meals, applying for free or reduced-price meals when appropriate, or purchasing meals in advance on Aspen's lunch ordering system, Orgs-online. Under no circumstance will a student be denied a lunch meal due to a lack of money or a late/missed purchase. These guidelines are on the Aspen website under: Current families/resources/lunch.

**Aspen Academy Charter School will adhere to the following meal charge procedure.**

Parents are responsible for purchasing their students' meals monthly prior to the month served. Ordering dates are listed on the website. If you do not have an account, log onto the Aspen website, and follow the instructions to create an Orgs-online account. The parents' responsibility is to order lunches each month and to have payments made directly from their checking account.

- A student may receive a school lunch at the end of the lunch period if there is extra, and Aspen will charge the parents' Orgs account for that day's meal.
- If no school lunches/hot lunch is left over to serve the student, a "forgot lunch" consisting of a cheese sandwich, fruit and/or vegetable, and milk will be served, and the parent's account will be charged for the meal if applicable.
- If a student repeatedly comes to school with no order or food, food service employees should report this to the school administration, and they will contact the proper authorities.
- The Food service manager or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges.
- Communication (either via email or paper) will be sent to parents monthly for accounts with a negative status. Parents/guardians must pay negative balances or returned checks of more than before the end of the school year. If balances remain, Aspen will take action to collect unpaid funds using collection agencies, small claims court, or any other legal method deemed necessary.
- Staff members will follow the same guidelines for ordering and paying for meals.
- Students who transfer or change schools will be refunded monies spent on pre-ordered meals within 15 business days.