



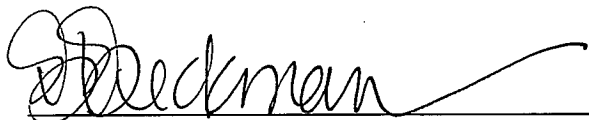
## Quest Academy Student Lunch Payment Policy

### PURPOSE:

The purpose of this policy is to clarify the process by which students purchase their lunches and the responsibility of Quest Academy (the "School") to provide lunch to students who fail to pay for their lunch.

### POLICY:

1. The School operates its lunch program on a cash basis—students are to pay for their lunch in advance. Lunch may be paid with cash, check, cashier's check or through the online payment system. If the School receives two insufficient funds check, the School will require cash or cashier's check as payment for lunch.
2. Parents may pay for lunch in advance for the current school year only. An up-to-date account will be kept for each student. It is the parent's/guardian's responsibility to be informed about their student's account balance, and parents/guardians may request the current balance by checking on the school website under Student Information System Access or contacting the office during regular school hours.
3. When a student lacks sufficient funds in their account to pay for lunch, the student will be allowed to contact his/her parent or guardian during the lunch period. The School will provide a minimal lunch. The minimal lunch consists of a peanut butter sandwich (unless a student allergy dictates otherwise) and milk at no charge. A minimal lunch will be provided for a maximum of five (5) times during the school year. No exceptions will be made unless approved by the Principal.
4. When a student has received five (5) minimal lunches, he/she will be allowed to contact his/her parent or guardian during the lunch period. However, the student will not receive lunch from the School.
5. A student will not be allowed to participate in the School lunch program until the balance for unpaid lunches is paid and a positive balance is established sufficient to pay for lunch.
6. Parents have until the last day of school to request reimbursement of funds still in the student's account if their child will not be attending the School the next year. The balance of funds for students who continue at the School the next year will be carried over.
7. If a student account has a balance due at the end of the school year, the student will not be allowed to participate in the lunch program the next year until the balance is paid in full.
8. Amounts still outstanding from last year that remain unpaid by the close of the first week of the new school year will be turned over to collections.

  
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Brandy Beckman - QA Board President

8/11/09  
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Date