



**P.O. BOX 464 FISHERS ISLAND, NY. 06390
631-788-7683**

February 22, 2010

To: Fishers Island School Parents
Re: Tuesday Hot Lunch Program at the Community Center

After reviewing the Tuesday Hot Lunch Program with the school, the following changes have been made for the remainder of the 2010 school year. Attached you will find the Hot Lunch Menu for the rest of this year, our Policy Letter, and a Charge Account form.

Parents will now be able to make deposits into individual student charge accounts. Each student has been assigned his or her own account number at the Community Center. Hot lunches, after school snacks, and ICC activities may be charged by the students. Parents may set parameters for student charges and we will honor your wishes.

Please review the lunch menu and policies with your student(s). Interested families should return the completed forms to us as soon as possible. Please submit one lunch order form per student. You may contact us at any time to make changes, adjustments, or get your student's individual account number. Once an account is set up we will keep you updated if you provide us with an email address. End of the year balances will be refunded or may be applied to next year's account.

We welcome any comments or suggestions regarding this program. The menu and forms will also be accessible to download from the school web site.

Sincerely,
Sarah Porter
ICC Lunch Program Director
tenpingalley@gmail.com
631-788-7601 (Galley)
631-788-7683 (Office)

ISLAND COMMUNITY CENTER SCHOOL LUNCH ACCOUNT POLICY

The Island Community Center's policy regarding lunch accounts effective for the **2009-2010** school year is as follows:

1. Lunch Accounts are set-up as Student Accounts only.
 - Each Student has an individual account number, to be assigned by the Community Center staff person in charge of the Hot Lunch Program.
 - Lunch money must be received and accounted for at The Community Center by the designated staff person.
 - Lunch money must be turned in to the Community Center by the first Monday of the month.
 - Separate checks must be written for each student in the family or each student's account number(s) should be written on the check memo.
 - To insure proper credit to the account, the student's lunch account number should accompany payments.
 - The funds in the account can be used by the student for Hot Lunch and after school ala cart items as well.
 - The parent/student will have to commit to the Hot Lunch(s) that they want one month at a time by responding to the notice sent home and selecting which meals and items they want that month.
 - If the parent/student changes their mind they must notify the school staff person or Community Center by Monday at 9:00am.
 - Excused absences will be reported to the Community Center by the school by 9:00am and accounts will not be charged.

 2. The policy will be enforced at The Community Center as follows:
 - The Community Center staff person will send a memo home to notify the parent that the account balance is below \$5.00.
 - Students are told the account balance is low and they need to bring money. Students are given a written reminder to take home.
 - **Balances cannot go below \$0.**
 - Parents and/or students can check their account balance by calling The Island Community Center 788-7601.
 - Excused absences will be reported to the Community Center by the school by 9:00am and accounts will not be charged.

 - **When the account is too low, students will be offered an alternative meal of a peanut butter sandwich and milk at no charge. Students with a balance that is too low to purchase a regular meal cannot eat the regular meal until money is put into their lunch account. Students can receive the alternative meal a *maximum of five (5) times during the school year*. When a student has used all alternative meals, he/she will have the opportunity to call home during the lunch period; however, the student will not be provided food by the Island Community Center.**

 - After two insufficient fund checks have been written from the same checking account applicable fees will be charged and only cash or a cashier's check will be accepted for future lunch account deposits.
 - After thirty (30) days of any negative balance, collection procedures will be initiated on all negative balance accounts, starting with a letter to the responsible party. If there is no response, a second letter will be sent.
 - All meals are to be provided by the Island Community Center or a prepared meal from home may be sent with your student.
- No soda pop is sold during the lunch serving times.
- If you have specific dietary requests or off-limit food items for your students, please indicate. We will respect your wishes.