

St. Thomas the Apostle School
Meal Charge and Bad Debt Policy

The school expects students and employees to pay for meals prior to or at the time of receipt. The ability to charge meals is a privilege, not a right.

Employees

Employees pay for meals by secretary submitting a lunch/breakfast bill at the end of each month. All meal charges will be paid by the end of the school year.

Students

Students pay for meals by secretary submitting a lunch/breakfast bill at the end of each month. All meal charges will be paid by the end of the school year.

Interventions

The School will:

Submit a bill to the parents at the end of each month for lunch/breakfast. Principal and Secretary will send out bill statements at the end of two months if previous month has not been paid.

Debt Collection

Unpaid meals will be collected by the end of the school year or report cards are retained in the principal's office.

Bad Debt

When the school determines that collection of delinquent debt is impossible or too costly, the debt will be reclassified as bad debt. Donations to the lunch fund from a third party will be used to cover any debt that students owe.

1. Local contributions from organizations or individuals.
2. School operations or general funds.