



Attention: All Scales Superstar Parents,

On behalf of the entire cafeteria staff, I would like to thank you for your support in your child's school nutrition program this year. We have had a wonderful year filled with special events, traditional holiday meals and we have enjoyed serving all of our students.

With school entering the last month for this academic year, we wanted to share with you a few items that will affect the cafeteria program from now until the end of school.

 **CHARGES:** Under federal law, school cafeteria programs are not allowed to have any meal charges owed to the cafeteria. Therefore, we will be enforcing the school board's "no charge" policy and ask that if your child does have a balance due that the balance be paid in full as soon as possible. Notices of "Balances Due" will be distributed via your child's teacher on a form produced by the school office. Please be looking for these notices over the next few weeks in your student's backpack.

 **STUDENTS ATTENDING SCALES NEXT YEAR:** For students who will be staying at Scales next year, any funds that you have paid in advance and are remaining in your cafeteria account at the end of the school year will be automatically rolled over until next year. These funds will be available on the first day of school in your student's personal account. If you would prefer, you can request a refund of the balance by submitting that request in writing. Please remember to include your name and address on this request. This request must be received by May 31st, the last full day of school. Please see attached form for refund.

★ **STUDENTS NOT ATTENDING SCALES NEXT YEAR:** If your child will NOT be attending Scales next year and you have some prepaid funds remaining in your student's cafeteria account, you should request a refund of the balance by submitting a written request. See form below.

If you have any questions about your child's account balance, please feel free to contact me in the cafeteria office. The cafeteria's direct telephone line is #217-2413. Once again, thank you for a great school year. Have a great summer!

Sincerely,

Phyllis Carr-Curry
Cafeteria Manager



Student's Name: _____

Classroom Teacher: _____ Grade: _____

Parent(s)/Guardian Name: _____

Address: _____

Daytime Phone Number: (_____) _____ - _____ Zip Code: _____