

**St. Mark Café**  
**St. Mark Catholic School**  
**Charging Policy**

Effective 7/1/2017

To avoid charging lunch, parents/guardians are encouraged to monitor and/or pay their child's meal account online by signing up at [mymealtime.com](http://mymealtime.com). A link to [mymealtime.com](http://mymealtime.com) can be found at [school.stmarkindy.org](http://school.stmarkindy.org). It is the parents'/guardians' responsibility to pay for or pack a child's lunch when sending them to school.

The following charge policy is in place:

- Letters will be prepared weekly for students whose lunch account balance is greater than -\$10.00.
- At least twice a month, a report will be run of students whose account balances are over -\$25.00. That list will be given to the Assistant Principal who will contact the family.
- If collection is still an issue, the Principal will contact the family.
- The Free and Reduced Meal Program is available for families experiencing financial difficulties. A link to the application can be found at [school.stmarkindy.org](http://school.stmarkindy.org).

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