

Oakland Christian School

Food Service Department – Meal Account Guidelines

At Oakland Christian School, we care about the well-being of our students and want to ensure that every child has access to a healthy meal each day. To help us serve your family best, we kindly ask that student meal accounts are kept funded consistently throughout the school year.

Adding Funds to Meal Accounts

To make things easy, families can add money to student meal accounts in the following ways:

- **Online:** Credit card payments (MasterCard, VISA, or Discover) can be made through the [Meal Magic Family Portal](#)
 - **In Person:** Students may bring cash or checks to the school office at the beginning of the day
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Middle & High School Students (Grades 6–12)

- Students will receive reminders when their meal balance is running low.
 - Parents will be notified by email when the account balance falls below **\$5.00**.
 - If a student's account has a **negative balance**, they won't be able to purchase à la carte items (such as extra snacks or milk for a packed lunch).
 - As long as the account balance remains above **-\$6.00**, students may still receive a **reimbursable school meal** (this includes the main meal, but does not allow extras like second servings, additional milk, or à la carte items).
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Elementary Students (Grades JK–5)

- Students will be reminded if their balance is low.
 - Parents will receive an email when the balance reaches **\$5.00**, and again if it drops below **\$0.00**.
 - Students with a negative balance won't be able to purchase à la carte items, including extra milk or milk to go with a lunch from home.
 - As long as the account stays above **-\$5.00**, students may still enjoy a **reimbursable school meal**, though extras such as seconds or additional milk won't be available.
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Policies for All Grade Levels

Returned Checks

If a check is returned due to insufficient funds or a closed account, the amount will be deducted from the meal account. At that point, cash payments will be required to cover the balance before checks can be used again.

When the Account Reaches the Negative Limit

If a student's account reaches the school's negative limit (-\$5.00), we will still ensure they don't go without food. The student will receive a **simple meal** of a **cheese sandwich and white milk**.

- If this occurs for **three meals**, we will reach out to the family to work together on a solution.
- Until the account is brought up to date, regular school lunches will be paused.

End-of-Year Guidelines (Month of May)

To help us close out the year smoothly, we're not able to allow charges during **May**.

- Students must have a positive balance to purchase meals or à la carte items.
- If there are no funds in the account, the student will be provided with a **cheese sandwich and white milk** for up to five days.
- If the issue is not resolved, the School Administrator will be notified, and in rare cases, outside support services may be contacted to ensure the child's needs are being met.

We're here to help! If you have any questions about your student's account or need support, please reach out to our Food Service Department Director Supervisor, Stacy Ales at: sales@oaklandchristian.com. Thank you for partnering with us to keep students nourished and ready to learn each day.