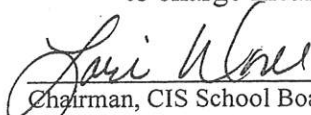


CIS Academy's Lunch Payment and Charge Policy

The academy uses a prepayment/post-billing system for students who pay. For the convenience of the parent, the procedure is as follows:

- Students who prepay for meals report to the Secretary or Child Nutrition Director's office. Students may prepay by the week or by the month. Money will be accepted from parents at their convenience in the above office at any time within the school day. Receipts are given once payment is received.
- For the students who are post-billed, parents will be billed based on the number of meals received by their child as indicated on the roster that was marked at the point of service each day. The Child Nutrition Director or designated person will tally the number of meals from the roster bimonthly (monthly) and send the bill to the parents with the amount due according to the student's eligibility category.
- Charge bills are to be paid in full at the beginning of each month. Reminder notices will be sent home on the last school day of the month. Failure to promptly pay the bill will result in student being asked to bring lunch from home.
- If after having charged lunch for a total of 25 days, the student will no longer be allowed to charge meals and will not be allowed to get a school lunch.



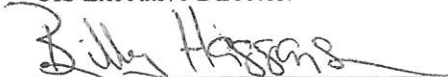
Chairman, CIS School Board of Directors:

12-12-22
Date



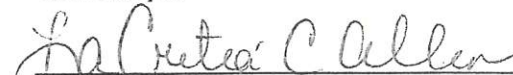
CIS Executive Director:

11-30-2022
Date



CIS Principal

12/14/22
Date



CIS Child Nutrition Director:

12-14-2022
Date

Board Approved on 11-30-2022
Date