BISHOP CHATARD HIGH SCHOOL
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www.BishopChatard.org | 317-251-1451

# BISHOP CHATARD CAFÉ CHARGING POLICY

-Updated July 2026

**BREAKFAST**: Bishop Chatard participates in the School Breakfast Program (SBP). Breakfast is served daily in the cafeteria. Meal service operates 30 minutes before the first period. A breakfast costs $2.65 and consists of a fruit, whole grain, & milk. Students receiving reduced lunch are also eligible for a reduced priced breakfast and pay $0.30 per meal. Students receiving free lunch also are eligible for a free breakfast daily. All students must key in their student ID at the register to receive the correct benefit. *To uphold student punctuality ***If students arrive late to breakfast (*After the tardy bell and announcements) - They must first obtain a pass from the school nurse, guidance office, or first period teacher. Please note that all students are welcome to receive a meal regardless of their arrival time, however this policy must be adhered to.***

**LUNCH**: The students at Chatard café have many ways to create a school lunch every day. There are two serving lines that offer school lunch. The cost for a Trojan Lunch is $5.25. Students receiving reduced lunch are also eligible for a reduced priced lunch and pay $0.40 per meal. Lunch consists of 5 components: meat, bread, vegetable, fruit, and milk. Students must choose 3 of the components (one must be a fruit or a vegetable) to have your meal considered a lunch. A student may choose up to 2 servings of fruit and vegetables (fruit juice is limited to 1 per meal).

Because we participate in the National School Lunch Program, we can provide free and reduced price (.40) lunches to students who qualify. Financial guidelines and applications are available throughout the school year on the school's website. Please know that that participation is confidential, and students access this benefit by using their Mealtime account just like everyone else. To apply please visit:

https://www.bishopchatard.org/menus/free-reduced-lunch-program/

**Ala Carte** offerings include salads, sandwiches, pizza, fresh vegetable trays, & yogurt parfaits. BCHS Café also offers a salad bar daily. Students can customize their side salads from the "meal" deal or purchase the salad bar ala carte. Snacks offered for purchase include baked chips, ice cream, fruit snacks, bottled water, Gatorade & Snapple products.

***Students must maintain a positive balance to purchase ala carte foods.*** Students will not be permitted at any time to overdraw or charge ala carte foods.

**PAYMENT**: We do accept cash and check via the cafeteria drobox, but we encourage everyone to use their Mealtime account. Mealtime is a point-of-sale system in which your account can be “loaded” with money and used as needed to purchase food in the cafeteria at lunch and before and after school. All students, faculty and staff at BCHS have a Mealtime school lunch account. For students, this number is their six-digit student ID number. This number is entered on a keypad at the cashier station. Checks or cash for deposit into your Mealtime account may be deposited in the cafeteria drop box (please be sure to include the student’s name or ID number on the check).

Please register your students account at www.mymealtime.com. Upon doing so, you will then be able to track purchases and deposit funds online - there is a 4.9% service fee. If you are concerned by the amount your student is spending, we can place a spending limit on the account. This can be done by contacting the Cafeteria Manager. Please call Michael Dlugosz between 8:00am & 2:00pm to discuss your options.

**FORMAL CHARGING POLICY** - It is our expectation that all students maintain a positive balance in their lunch account. ***It is the sole responsibility of the student and guardians (Not Bishop Chatard High school) to know their account status.*** As a courtesy to our families, BCHS has established a $10.50 overdraw limit on meals (This dollar amount equals 2 lunch meals for paid students and 12 days’ worth of meals for reduced students).

If your student’s account is in the negative, parents will be contacted by the Cafeteria manager via email. At no time will a student ever be denied lunch because of their negative account status – however a student is only eligible to receive a “meal deal” which includes entree, vegetable, fruit, & milk (No single item or entrée sales, which are considered “ala carte”). ***Students will not be permitted at any time to overdraw or charge ala carte foods.***

All negative accounts must be reconciled by graduation to receive cap and gown. Seniors (and any student transferring out) with a positive balance over $25 will be refunded via check 7-10 business days after graduation. Account balances may also be transferred to incoming family members by a formal parental request (via phone or email). Balances under $25 will be donated back to the school unless a formal request is made by May 15, 2027.

Please visit https://www.bishopchatard.org/menus/lunch-payment/ to manage your mealtime account. You can add funds online, check your balance, and set spending limits.

**FRAUDULENT CHARGES AND REPORTING** - It is the responsibility of both the student and parents to protect the integrity of the account - including regular monitoring of funds. Customer ID numbers, and student ID cards, are not to be shared with friends or other family members. Instances of potential fraud must be reported to the school immediately. ***Bishop Chatard High School Cafeteria is Not Responsible to void or refund any potential fraudulent charges if they are not reported within 3 days from the suspected occurrence.***

**Questions or concerns** - please feel free to call the cafeteria manager Mr. Michael Dlugosz directly @ 317-255-1451 ext. 2240. Or e-mail mdlugosz@bishopchatard.org.

**FEDERAL GUIDELINES**: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632- 9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.