

**SOUTH WINDSOR PUBLIC SCHOOLS  
DEPARTMENT OF FOOD SERVICES  
STUDENT ACCOUNT MANAGEMENT FORM**

To provide you the necessary controls to manage your child’s account please complete the following information for each of your children. This information will guide us on how to handle the many situations that come up during the course of the year.

- ☆ At any time during the year you can complete a new form and send it in to us.
- ☆ Please complete a separate form for each child.
- ☆ Lunchtime transfers referred to in this form will be done only within the same school.
- ☆ Students whose account is for meals only must take a fruit or vegetable. See below for handling the account.
- ☆ In the event that we do not receive a form for one of your children, we will allow the account to be open for all purchases.

**Date:**

**School:**

<b>Student name:</b>		
<b>Grade/Room:</b>	/	
<b>Does this child have siblings in this school?</b>	<b>YES</b>	<b>NO</b>
<b>May we transfer funds from siblings when necessary to cover cost of meal?</b>	<b>YES</b>	<b>NO</b>
<b>May we transfer funds from siblings when necessary to cover cost of a la carte?</b>	<b>YES</b>	<b>NO</b>
<p><b>Please indicate how you want the account handled: Choose one of the options to the right and indicate below the maximum your child can spend daily.</b></p> <p><b>Reminders</b></p> <ul style="list-style-type: none"> <li>☆ If you wish your student to purchase both breakfast and lunch the total cost of those meals is \$4.25 - \$4.75 per day based on their school grade level.</li> <li>☆ Milk is included in the meal.</li> <li>☆ A la Carte means any item sold separate from complete meals as planned; includes snack items, milk sold separately, sandwiches, pizza, soup, etc</li> <li>☆ If a child refuses a fruit or vegetable when selecting a meal, we <i>must</i> charge a la carte prices.</li> </ul>	<p><b>Breakfast and Lunch Only*</b> _____</p> <p><b>Lunch only*</b> _____</p> <p><b>Breakfast, Lunch and/or Milk only</b> _____</p> <p><b>A la Carte meal items</b> _____</p> <p><b>Meals, milk and a la carte</b> _____</p> <p style="text-align: center;">*****</p> <p><i>*Your child must take a fruit or vegetable as part of the meal in order to qualify for the full meal price at lunch. In the event that your child refuses all vegetable and fruit options available on a given day, we will be forced to charge a la carte prices for the meal items selected, which may cost more. Students with accounts restricted to lunch or breakfast only will not be allowed snack purchases per your original request.</i></p>	
<b>Maximum \$/day:</b>	<b>Parent Signature:</b>  _____	