



ARCHIMEDEAN  
SCHOOLS



LUNCH  
PROGRAM  
GUIDELINES

# 2023-2024





**Only Online Applications Will Be Accepted**

*If you DO NOT have access to a computer please contact the school,  
Ms. Leticia Nunez —→ *



Free or Reduced Meal applications must be filed with the Archimedean Schools every year regardless of whether or not you have filed an application at another school.



**For Free and or Reduced Meal Applications  
please click Here**



**For Free and or Reduced Meal F.A.Q  
please click Here**



**For Meal Agreement Registrations  
please click Here**



**Credit Card Authorization Form  
please click Here**





Archimedean Academy offers healthy breakfast and lunch prepared daily in the cafeteria. house-chef uses quality ingredients to prepare a variety of balanced meals. Each meal consists of protein, grains, vegetables, fruit and dairy products. We take pride in serving quality, healthy meals to our students.

**Free and Reduced Meals is your privilege. Please ask your child to use it**

### PLEASE READ CAREFULLY AS OUR POLICIES HAVE CHANGED

Our Breakfast & Lunch program is based on the 2023 - 2024 school calendar of 180 school days.

#### Breakfast Program

Breakfast will be served daily starting from 7:00 a.m to 8:20 a.m in the **old Cafeteria** as follows: **Students in Before School Care from 7:00 a.m. to 8:15 a.m., Archimedean Academy: 7:30 a.m. to 7:45 a.m., Archimedean Middle Conservatory 7:45 to 8:15 a.m. Archimedean Upper Conservatory Students 7:45 a.m. to 8:15 a.m.** Breakfast is included in the price for those students registered in the Before School Care Program. Students eligible for free or reduced lunch are also eligible for free or reduced breakfast.

#### Lunch Program

- Archimedean Academy, Middle Conservatory & Upper Conservatory offer **five choices of lunch programs:**
- **Full Lunch Program** - Students participate in the daily school lunch program during all the days of the month.
- **Half Lunch Program** - Students participate **ONLY Partially per month and up to only 10 meals.** If they exceed the maximum of 10 meals per month they are charged the full lunch program whether or not they take full advantage of all the meals. An email will be sent home automatically\*.
- **Pizza 5 Day Program** - If students exceed the maximum of 5 meals per month they are charged the half lunch program whether or not they take full advantage of all the meals. An email will be sent home automatically\*.
- **Home Lunch with occasional option to school Lunch** - Students bring a home lunch daily **however**, if they forget their home lunch, a meal will be served to them upon their request and the parents will be charged accordingly (**5 meals or less a month \$36.25, over 5 meals and up to 10 meals \$72.50 and more than 10 meals \$132.92**). This will permit the students to take advantage of the equivalent school lunch service. An email will be sent home automatically\*.
- **NO School Lunch-** Under no circumstance will a school lunch be served to the student. If your child forgets his/her lunch, **milk and cereal will be served** and an email will be sent home\*.

**\* You must provide a current email address**

#### Meal Participation Agreement Form

In order to participate in the Archimedean breakfast and or lunch program of your choice you must complete a **Meal Participation Agreement Form** for each student and [return it via email to lunch@archimedean.org](mailto:lunch@archimedean.org)

**IF YOU DO NOT SUBMIT A MEAL PARTICIPATION AGREEMENT FORM YOUR CHILD WILL BE PLACED IN THE FULL MEAL PLAN.**



**Prior year family balance has to be cleared in order to participate in the Archimedean Schools' Lunch Program 2023-2024**

**Special Meals**

When students are on a day field trip, their lunch will be served in a lunch bag.

Students who are allergic to certain foods must bring a **doctor's note** clearly stating the allergy and a picture of the student to be given to the cafeteria staff. A special meal will be provided.

**Payments: Meal Charging Policy 2023-2024**

Archimedean Schools recognize the important link between proper nutrition and academic success. The purpose of this policy is to establish a consistent school procedure for charging meals when students do not have money to pay, preventing meal charges, and ensuring eligible children are certified for free and reduced-price school meals.

**Charging meals:**

Because hunger is an impediment to learning, no child shall be denied a school meal because of an inability to pay. Children will be served a meal that meets the U.S. Department of Agriculture nutrition standards for school meals.

In order to facilitate payments we have established equal monthly installments. Monthly installments do not represent actual school days but rather an average of the total. Students that choose these programs are responsible for full payment whether or not full use was made. **There are no refunds or deductions for partial use of the service.** Payments received will go against any unpaid lunch balance.

Lunch & Breakfast payments are prepaid by Visa , Master Card, Discover, AMEX, check or money order.



**All payments must be processed through the Archimedean  
Please contact via email: [cashier@archimedean.org](mailto:cashier@archimedean.org) or via phone at: 305-279-6572**

**WE RECOMMEND PAYMENTS VIA CREDIT CARD**

**Credit Card Authorization Form ([click here](#)) must be e-mailed to [cashier@archimedean.org](mailto:cashier@archimedean.org)**

**Checks and /or money orders must be mailed to the school address, attention cashier**

Please write the student's name and the purpose of your payment (e.g. lunch), on the check or money order before mailing it to the cashier.

- **A fee of \$10.00 will automatically be applied by the system to payments received after the due date.**
- **A fee of \$35.00 will be charged for any returned checks.**

The Archimedean Schools appreciate your support in keeping your account up to date.



## 2023-2024 PAYMENT SCHEDULE

(Based on full use of the Service Provided for 180 days of School year 2023-2024)

Service Month	Breakfast Per Meal \$3.85	Full Lunch \$7.25	Half Lunch \$7.25	Pizza or 5 Days \$7.25	Reduced Payments Lunch \$0.40 /meal	Reduced Payments Breakfast \$0.30 /meal	Payment Due (\$10.00 fee will be applied to late payments)
August	\$42.35	\$79.75	\$72.50	\$36.25	\$4.40	\$3.30	August 25th, 2023
September	\$73.15	\$132.92	\$72.50	\$36.25	\$7.60	\$5.70	September 8th, 2023
October	\$80.85	\$132.92	\$72.50	\$36.25	\$8.40	\$6.30	October 6th, 2023
November	\$61.60	\$132.92	\$72.50	\$36.25	\$6.40	\$4.80	November 7th, 2023
December	\$61.60	\$132.92	\$72.50	\$36.25	\$6.40	\$4.80	December 8th, 2023
January	\$57.75	\$132.92	\$72.50	\$36.25	\$6.00	\$4.50	January 8th, 2024
February	\$77.00	\$132.92	\$72.50	\$36.25	\$8.00	\$6.00	February 9th, 2024
March	\$57.75	\$132.92	\$72.50	\$36.25	\$6.00	\$4.50	March 8th, 2024
April	\$80.85	\$132.92	\$72.50	\$36.25	\$8.40	\$6.30	April 8th, 2024
May	\$84.70	\$132.92	\$72.50	\$36.25	\$8.80	\$6.60	May 7th, 2024
June	\$15.40	\$29.00	\$29.00	\$29.00	\$1.60	\$1.20	June 3rd, 2024
<b>Yearly Total</b>	<b>\$693.00</b>	<b>\$1,305.00</b>	<b>\$754.00</b>	<b>\$391.50</b>	<b>\$72.00</b>	<b>\$54.00</b>	

- Students with a negative balance will be permitted to charge meals without meal substitution.
- No student will be denied a meal.
- School does not provide a la cart meals.
- Only students who have been approved under the eligibility guidelines of the National School Lunch and Breakfast Program are entitled to a free or reduced- price meal. All non-eligible students will be charged for their meal.
- Any student who has a negative balance will continue receiving meals and the family will be contacted by the cashier in order to settle the family account.
- We encourage parents and/or guardians to monitor their child's meal balance by contacting the Schools' cashier.
- Monthly balance Statements will be sent out to families (parents/guardians) via email.
- All school cafeterias possess computerized point of sale meal register systems that maintain records of all meals received for each student and said records. Cashiers at the point of sale do not have access to view the student eligibility status or student/family balance.
- Only the School Cashier and the Chief Executive Business Officer of the school has access to view student/family balances.
- Only the School Lunch Program support administrator and the Chief Executive Business Officer have



## 2023-2024 ARCHIMEDEAN SCHOOLS BREAKFAST & LUNCH PROGRAM

access to view student eligibility status for free or reduced meals.

- All positive/negative balances at the end of the school year will carry over to the next school year.
- Refunds for withdrawn, and graduating students; a written request for a refund of any money remaining in their account must be submitted. An e-mail request is also acceptable. Students who are graduating at the end of the year will be given the option to transfer to a sibling's account with a written request.
- Unclaimed Funds must be requested within one school year. Unclaimed funds will then become the property of the Archimedean Public School Food Service Program.
- Graduating student of 5th grade, 8th grade and 12th grade must clear all debt prior to graduation. A student may not be able to walk or graduate unless all obligations are paid in full.
- **On December 2, 2009, the Archimedean Schools' Board of Directors determined that all outstanding balances will be forwarded to Collections and all services provided to students whose accounts are overdue will be discontinued.**

### Procedures

Each student will be provided with his/her unique identification card, which will be scanned for record keeping. The lunch counts operator identifies each student verbally and scans the student's bar-coded identification card. This identification card displays the student's name and generically generated bar code and no other personal information. Our system prevents for a student being charged twice in a day.

**Students must bring their card to the cafeteria daily in order to be served.**

**A temporary student ID, valid for one day, will be provided to the student at a cost of \$2.00 charged to the family account and an automated email will be sent to the family.** In case the card is lost, or damaged, it will be replaced at a cost of \$8.00 to the student.

**NO STUDENT WILL BE SERVED IF NO CARD IS PRESENTED TO THE CASHIER.**

**Please keep your lunch account up to date.**

Archimedean Academy, Archimedean Middle Conservatory and Archimedean Upper Conservatory participate in the National School Lunch Program. If you feel your family may be eligible for **Free or Reduced Meals, (Breakfast & Lunch)** please fill in the appropriate application. **The application must be submitted online by visiting the web link <http://sis.archimedean.org/lunch> . If you do not have access to a computer please contact the school Ms. Leticia Nunez at the main office. An automated email will be generated once your application has been submitted. Please keep this email for your records.** Your application will be later evaluated and you will be informed of your approved status (free, reduced or non-eligible) in writing. Please keep this letter as reference of your application approval.

**School Year 2023-2024**

**ONLY ONLINE\* APPLICATIONS WILL BE ACCEPTED**

**For Free and or Reduced Meal Applications**

**Visit web link <http://sis.archimedean.org/lunch>**

**Free or reduced meal applications must be filed with the Archimedean Schools every year regardless of whether or not you have filed an application at another school.**



**YOU WILL BE CHARGED FOR THE SERVICE PROVIDED UNTIL YOUR STATUS IS CHANGED.**

For your convenience we have set an eligibility calculator on the Archimedean website  
<http://sis.archimedean.org/lunch>

### **The benefits of Free and Reduced application**

Participating in the National School Lunch program your child in addition to having free or Reduced lunch and Breakfast, will also be eligible to the following benefits when it comes to standardized testing and college applications:

- 1) Up to two free SAT exams (total cost of \$98)
- 2) Up to two free SAT Subject administration dates (total cost between \$66-\$132)
- 3) Up to two free ACT exams (total cost of \$99). Also several universities (for example F.I.U., UM, UF, UCF) would waive the application fee (which varies usually between \$30 and \$70). Potentially the student may save \$500 in fees or even more.

### **Lunch Menu**

The weekly lunch menu will be on the schools' web site and on the announcement board by the main office.

### **Change of Program**

In the event you wish to change during the school year from one program to another a **Change of Meal Program Form must be completed**. All changes to the application form must be in writing

### **Statements**

Only monthly statements showing balances will be sent via e-mail on the first of every month. Each child will have a family statement; therefore a family might receive several statements all of which will indicate one family balance.

**It is imperative that you provide us with current e-mail address.**

**NSLP DOES NOT SPONSOR MEALS FOR  
ARCHIMEDEAN PRE-K STUDENTS**

# ARCHIMEDEAN SCHOOLS

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