

Burnham Wood Charter School District

7310 Bishop Flores Drive
El Paso, TX 79912-1429
(915) 584-9499 • Fax (915) 585-8814
www.burnhamwood.org

Charge Policy

School breakfast and lunch accounts can be funded through multiple methods:

- Cash- Accepted in front offices at each campus
- Check- Accepted in front offices at each campus and can be mailed to:
 - Howard Burnham Elementary
7310 Bishop Flores
El Paso, TX. 79912
 - Da Vinci School for Science and the Arts
785 Southwestern Dr.
El Paso, TX. 79912
- Online Payments- www.myschoolbucks.com
A "No Cash Back" policy will be followed when students pay for their breakfast or lunch while in the serving line. All funds paid will be deposited into student account.

It is strongly encouraged that parents/guardians make meal payments in advance. If you are unable to pay for school meals due to your economic situation, please contact the Child Nutrition Program at 915-584-4024. Assistance may be available and eligible recipients will receive the regular school breakfast and lunch at a free or reduced cost. Free/Reduced applications can also be found at campus front office and at the district website www.burnhamwood.org.

Meal charges are strongly discouraged; however we understand that occasional emergencies will need accommodations.

The policy is as follows:

- Parents will be notified and asked for prompt payment when meals are charged. Daily emails will be sent notifying parents of negative balances. Weekly letters will be sent home for any negative and for balances under \$10.00. Please check your child's backpack for these letters.
- A student is allowed to charge up to three (3) daily meals (breakfast & lunch), excluding a la carte items. A la carte items that are available for sale may not be charged at any time. After the third day of meals charged, money must be sent to pay the balance as meals will not be rendered any further. If there are financial problems, please contact the Child Nutrition Program at 915-584-4024 to set up a payment program.
- Sending meals from home with your child is another option that will not incur charges.
The school will not provide an alternate meal.
- Adults Accounts- Charging is not allowed.

At the end of the school year, a student's balance (both positive and negative) will follow them to the next school year. Refunds of a positive balance for students leaving the district or graduating may be issued by making a request to the Child Nutrition Director. Funds may also be transferred to a sibling or student in the Burnham Wood Charter School District by making a request to the Child Nutrition Program. An unpaid balance in the students school lunch account may be taken to Small Claims Court after 30 days.