

1025 S. Broadway St.
Butler, IN 46721

Butler Elementary School

DeKalb County Eastern Community School District

Phone (260) 868-2123
Fax (260) 868-1709



Dear Parents,

Below are cafeteria policies to help you and your student navigate our school lunch program. Your student will be assigned a **4-5 digit ID** to use at the lunch register which will track his/her balance and meal history.

MEAL PRICES :	Breakfast	\$1.55/day or \$7.75/wk	Reduced Breakfast	\$.30/day or \$1.50/wk
	Lunch	\$2.40/day or \$12.00/wk	Reduced Lunch	\$.40/day or \$2.00/wk

To view our full menu with prices, visit our website www.dekalbeastern.com and click the Prices link under the Food Services Department tab.

PAYMENT METHODS : you may fund your student's lunch account in the following ways:

1. **Credit Card Prepay :** set up a Family Portal account online using your child's **9-digit Student ID**, which is on documents such as schedules, grade cards, and fee statements. A link to Family Portal is at dekalbeastern.familyportal.cloud, My Account tab. An account must be set up before you will be able to make payments.
2. **Cash or Check Prepay :** mail (checks only) to the school or send cash/check with your child in a sealed envelope to give to your child's teacher. Envelopes should be marked with your child's full name, lunch ID, and the amount enclosed, and check memo lines should contain "lunch," your child's full name, and lunch ID.
3. **Cash at Register :** your student may pay with cash at the register, but please be aware that this method slows down the line and shortens meal times for all students.

BALANCE ALERTS : you will receive email alerts, if you have an email set up, for low/negative balances, and your student will also receive verbal reminders from the cashier. **Charged meals are not allowed .**

Please Note: Upon graduation or transfer out of the district, *negative account balances must be paid in full.*

Positive balances over \$5.00 will be refunded, upon a written parental request to the Food Service Director within sixty (60) days of regular school dismissing or student withdrawn. It will then be sent to the Superintendent's Office to be processed.



FREE/REDUCED LUNCH : a new application for free or reduced lunches must be filled out at the beginning of *every school year* or benefits will expire. Applications can be found in your student's new schedule packet, in the front office, or online at dekalbeastern.familyportal.cloud .

MEAL HISTORY : your student's meal history may be viewed at dekalbeastern.familyportal.cloud after creating a new account under the My Account tab & using their 9 digit student ID.

This institution is an equal opportunity provider.

July 2023