



Community Charter School of Paterson

Building Address: 75 Spruce Street, Paterson, NJ 07501 **Website:** www.cbsp.org
Telephone (973) 413-2057 **Fax** (973) 345-7623

Child Nutrition Program Payment Procedure (Effective December 2012)

Food Service Management Company

Pomptonian Food Service, Inc.
Daisy Rivera, Food Service Manager
Leslie Schmidt, Food Service Director
(973) 413-2057, extension 1127

Community Charter School of Paterson (CCSP) Contacts

Sandra Orozco, Accountant
(973) 413-2057, extension 1224
sorozco@ccsp.org

Staci White, Assistant School Business Administrator
(973) 413-2057, extension 1157
swhite@ccsp.org

Questions

Questions about this procedure should be directed to Ms. White. Questions about the Child Nutrition Program at CCSP should be directed to Ms. White or Ms. Orozco.

Payment Process

The Parents/Guardians of students eligible for reduced or paid breakfast and lunch may submit payment upon receipt of the monthly menu which is distributed to parents/guardians through a backpack mailing, available in the main office and posted on our website the last week of each month. For example the menu for December 2012 will be available the week of November 26, 2012. On the bottom of the menu you will find a Lunch Order Form along with the number of days for breakfast and lunch for the month; and the total cost for breakfast and lunch for the month for paid and reduced meals. The per meal rates for breakfast and lunch are listed below:

	<u>Reduced</u>	<u>Paid</u>
Breakfast	\$.30	\$1.50
Lunch	\$.40	\$2.75

Please submit the Lunch and Breakfast Order Form along with your payment for the month to the attention of Daisy Rivera, the Food Service Manager.

- ✓ Payments may be made by cash or money order payable to the Community Charter School of Paterson.

- ✓ If you do not want your child to have breakfast and/or lunch on certain day (s), please write “No Service” on the menu next to the each day you do not want your child to receive meals and return a copy of the menu with your payment.
- ✓ Print your child’s first and last name and specify which CCSP site your child attends: 75 Spruce Street (Grades 1-3), Argus Mill (Grades 4 and 5) 32 Spruce Street (Kindergarten) on your envelope.
- ✓ If you are submitting payment for more than one child. Please send separate envelopes for each child.
- ✓ Please ask your child to give their teacher the envelope or bring it to the Main Office at 75 Spruce Street or the reception desks at Argus Mill or 32 Spruce Street.

If we do not receive payment by the 10th of the month, we will forward you an invoice on the on the 11th of the month requesting the outstanding balance for the month. The invoice will be mailed to your home. Please make sure that we have the most current address on file. If payment is not received within 8 days of your receipt of the invoice, a representative from the CCSP Business Office will contact you to request payment. Payment plans are available for parents/guardians.