



## Valley School District No. 070

3030 Huffman Road • Valley, WA 99181 • Ph: (509) 937-2791 • Fax: (509) 937-2204 • [www.valleysd.org](http://www.valleysd.org)

*Date*

*Name*

*Address*

*Address*

RE: Overdue Meal Account Balance of \$ \_\_\_\_\_

For \_\_\_\_\_

*Student name(s)*

Dear Parent(s):

The Valley School District implements a “no charge” policy for school meals. To ensure your child has sufficient nourishment during the school day, we’ve made a short-term exception to the “no charge” policy and have provided meals for him/her, placing your student’s meal account balance in a negative status.

**Payment for your student’s charged meals is now due. Payment is expected at the earliest time possible and no later than ten (10) business days from the date of this letter.** Before remitting payment, be sure to verify the current amount due through your Skyward Family Access account, or contact the school secretary.

Please also be sure to replenish the student meal account to sufficient levels on a regular basis to ensure your child receives proper nourishment to support his/her success at school. Enclosed is information about payment options and applying for free or reduced-price meals for your convenience.

If special circumstances exist that will delay or prevent your payment, please contact the district business office as soon as possible to discuss payment arrangements and avoid debt collection action. If you need assistance with your Skyward Family Access account, please contact the school office at (509) 937-0000.

Sincerely,

*School*

Valley School District