**Charge Policy**

If your student should find the need to charge lunch, we will be glad to assist them.

The charge policy is as follows: The student will fill out a charge slip. A faculty or administrator will verify this charge slip. Students will then receive an envelope with nine (9) tickets. The 10th ticket will be for lunch that day.

The Tartan cafe will send an email in afternoon to alert parents of the charge. Parents may choose to purchase all 10 tickets or return the remaining 9 tickets and payment for the 1 meal charged.

These charges will **NOT** be billed against students LHP accounts. They are an independent charge from Sodexo.

Payments may be made one of three ways:

1. **Cash** or check can be returned in the envelope provided to Tartan café. Please ensure students name is included for proper credit.
2. Bank draft or checks payable to [Sodexo](#) may be mailed to 901 Highland Ave Orlando, Fl 32803, attention Sodexo. Please ensure students name is included in the memo line for credit.
3. Parents may call the café office at (407)206-1900 ext. 1187 to pay by credit or debit card. There will be an additional 2.8% convenience fee added to bill.

Once a month balance statements will go home with students in grades K-6. Students in grades 7-12 will have statements mailed home.