

August 19, 2009

Dear Parents,

The Colonial Nutrition Services Staff welcomes your child back to school. We look forward to serving your children in our cafeterias. We are pleased to announce that our meal and snack prices have not been raised.

We would like to start your child's day off by serving them breakfast. We offer a nutritious breakfast for only \$0.60 in elementary schools and \$0.75 in our secondary schools. If your child qualifies for free or reduced price lunch their breakfast is no charge.

For lunch, we offer an entrée of the day as well as alternate choices. These alternate options are posted on the menu, and include a featured sandwich of the day as well as peanut butter and jelly, toasted cheese, turkey wraps, deli sandwiches, and salad platters. We also offer Bagged Lunches for field trips with advanced notice to the cafeteria manager. Menus will be distributed monthly and will also be available in the school office and online at [www.colonial.k12.de.us](http://www.colonial.k12.de.us). The Nutrition Services page has many features such as an interactive menu to view the daily lunch nutrition analysis, department policies, and cafeteria manager contact information. Please take a few minutes to log on to our page monthly!

Also available to your children in addition to lunches are: Homemade Cookies- K-5 \$0.25 and 6-12 \$0.40, 4 oz fruit juices - \$0.30, Milk- \$0.50, and some additional snacks.

All cafeterias utilize a computerized point of sale system for counting school meals. Every student will use their Student ID number as their PIN (personal identification number). Students type their PIN onto a keypad when they purchase items from the cafeteria and this allows them to access their account. Many parents find it convenient to prepay into student accounts weekly, monthly or a lump sum payment. We encourage prepayments and as an incentive we offer the "Buy 10 Lunches Get 1 Lunch Free Program". Prepayment for meals can be made any day of the week using our online credit card payment system or on any school day by sending a payment to school with the student. Parents should be aware that account balances could be used for breakfast, lunch, or snack items.

**Prepayment Online:** You never have to worry about sending money with your child for meals!

Please see the link on the district web page titled 'Manage your child's school lunch account' [[www.colonial.k12.de.us](http://www.colonial.k12.de.us)] for more information and detailed instructions for setting up an online account with MyNutrikids.com. We are very excited to offer this service again this year and are confident that this system will benefit you and your child! Even if you don't want to make payments online you can monitor your child's account or check their account balance any time of the day free of charge!

**Prepaying by Check/Cash :** The child should give the payment to the cashier in the cafeteria. Checks should be made payable to the school cafeteria. Checks/cash prepayments should be placed in an envelope with the following information on the envelope: **Student Name, Dollar Amount Enclosed, and the Student's Homeroom Number.**

- One check can be used for more than one child as long as they are attending the same school. Please indicate the names of your children on the envelope and how much money you would like deposited into each account.
- A separate check must be written for each child when children are attending separate schools.
- Any checks that are returned from the bank with Non-Sufficient Funds must be taken care of promptly. See the Nutrition Services web page for more details on this policy.

**Charge Policy-** In the event that a student forgets or loses his/her money, they will be allowed to charge their meal excluding snack items. A kindergarten to 5<sup>th</sup> grade student will have a \$5.00 debit floor and cannot charge over this amount. A 6<sup>th</sup>-12<sup>th</sup> grade student may charge 1 Breakfast and 1 Lunch, however they must bring money the next day or they will not get a meal. Charge notices will be sent home with your child once a week if they owe money.

**Special Dietary Needs:** Please notify the cafeteria if your child needs a special diet. If your child is allergic to milk or has milk intolerance, soymilk will be substituted. Fruit juice or water will only be substituted for milk upon parent request. For Nutrition Services to accommodate any special dietary needs, a written note from the child's doctor must be sent to the cafeteria manager. *If a child has been determined by a doctor to be disabled and the disability would prevent the child from eating a regular school meal, the district will make any substitutions prescribed by the doctor at no extra charge for the meal.*

**Meal Benefit Forms:** Meal benefit forms for free and reduced meals for this school year will be handed out in the homerooms. Extra forms are available in the school office and on the district website. A new form must be filled out each school year. Please only fill out one form per household using a blue or black ink pen (no red or pink ink). Please note that October 1<sup>st</sup> is the end date for the carry-over of eligibility and a new form must be filled out by this date to maintain meal benefits.

**Direct Certification:** Children who qualify for Direct Certification will be notified prior to the first day of school and will not need to fill out a Meal Benefit Form.

***If you have any further questions, comments or suggestions, please call Nutrition Services at 302-323-2743.***

\*\*Nutrition Services has openings for Substitute workers. Want to work the same hours that your children are at school? Please come to the District Administration Building to apply, or apply online at <http://www.colonial.k12.de.us>. \*\*

Sincerely,

A. Paula Angelucci, Nutrition Services Supervisor