



**PITTSFORD AREA SCHOOLS
PARENT HANDBOOK
FOR
SCHOOL LUNCH
PROGRAM
2017-2018**

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Pittsford Area Schools Lunch Program

The goal of Food & Nutrition Services is to provide students with nutritious meals while contributing to the overall physical and mental well-being of each student. We support the student's development toward a healthier future through promoting healthy eating and increasing physical activity. To that effort, Pittsford Area Schools Board of Education sets forth a Student Wellness Policy.(Section E: Support Services - Policy EFG): <https://www.pittsfordk12.org/domain/170>

Pittsford Area Schools participates in the National School Lunch Program. With this program all schools participate in the Free and Reduced meal program available to eligible students. The types of meals provided within the school meal program encompass standards as defined by the Dietary Guidelines for Americans. All menus are planned following standards of the National School Lunch Program as governed by the United States Department of Agriculture.

All meals and any food sold to students during the school day (between midnight and up to 30 minutes of the close of school) are mandated to follow the U.S.D.A. (United State Department of Agriculture) nutrition guidelines. We provide nourishing, wholesome meals that are in compliance to those guidelines. In order to increase the acceptance of nutritious foods, we provide a serving option called "Offer versus Serve". This is intended to reduce food waste by allowing children to choose three of the five meal components offered each day. The five meal groups are: Meat/Meat Alternative; Grains/Breads; Fruit; Vegetables; Fluid Milk. Note: Serving sizes of meal components may vary by age group. Students are required to take a minimum a ½ serving of fruit or vegetable on their meal tray. In addition, milk (1%, fat-free) is offered daily.

Providing healthy food choices and well-balanced meals will contribute to the daily nutritional needs of students. The Michigan Department of Education mandates that food not be sold in competition with the school lunch

Free and Reduced Price Lunch Program

Free and reduced price lunches are available to students who qualify and meet the eligibility guidelines. Students who qualified last school year are automatically qualified for the first 30 days of the school year. However, a new application must be completed for the upcoming 2017-2018 school year within 30 days from the start of the school year for the child to continue on the program

Applications are available at your child's school. In addition, applications may be obtained on Pittsford Area Schools web site: To access a copy on line, go to the school's web site: <https://www.pittsfordk12.org/> , click on "Food Service", then scroll down to access the "Free/Reduced Lunch form.

Applications are accepted any time during the school year. Parents who have any change in employment or income during any time of the year may apply for benefits. Foster children automatically qualify for free lunch once an application or documentation is provided to the food service department with verification of foster placement. At no time is any child discriminated against because of race, sex, color, national origin, age or handicap.

As a District who participates in the National School Lunch Program, we also participate in a process called Direct Certification. This program provides the ability to directly certify enrolled students for free meal benefits in the National School Lunch and Breakfast Programs. The Direct Certification Process provides the school district with a list of students who reside with a food assistance program. These students are categorically certified to receive free meals. A letter will be sent to their household with notification of what students are eligible for direct certification benefits. Parents are allowed to decline the benefits by completing the form and then returning the notification letter to the Food Service office. If a sibling is not listed on the Direct Certification Notification Letter, the parents will then need to submit a free and reduced meal application for that child.

2017-2018 Lunch Meal Prices

Elementary Breakfast (K-6): FREE

Middle and High School Breakfast (7-12): FREE

Lunch Price: Elementary (K- 6th) - \$2.79

Junior High - \$2.79

High School - \$2.79

Reduced Lunch Meal \$.40

Only (1) meal is provided at the Free and Reduced meal rate to those children that qualify for the program. If a student is determined eligible for the free and reduced meal program and requires a second meal tray, the second meal is charged at the full price rate.



HOW TO PAY FOR MEALS

Pittsford Area Schools cafeteria utilizes a computer-based cash register program which provides an automated system providing quick, secure access to student information (i.e, free meal eligibility, allergies). Upon students purchasing items regardless of payment method, students will enter their student ID number. As ID is entered the student's name, along with other detailed information appear on screen of the cash register system. Each child has his or her own ID #. All information remains confidential and student ID numbers remain secure.

Payments can be made 2 ways: (Meal Payments)

1. Student can bring cash or check with them to the lunchroom either daily/weekly/monthly or it will be loaded to their lunch account.
2. Student can elect to turn in money to teacher the first day of each week (Elementary K-5 schools ONLY). The teacher will then collect the money from the student and forward payment to the Food Service Department at which time it will be deposited into student's account.

Lunch Charges:

When students are without funds in their lunch accounts for meals we will make accommodations for students to charge up to two meals. Meal charges are discouraged for students however. All meals that are charged to the student's account during these occurrences need to be paid on a weekly basis. Pittsford Area Schools maintains policy standards; as stated in the "Alternative Meal Policy". Please review this policy for our standards for charging of meals. All students will be notified weekly of all unpaid meal charges through the automated school messenger system. If you are in need of assistance with meal charges please contact Food Service Director and a payment schedule will be arranged as needed. All charges will be required to be paid in full prior to the end of each week

Returned Checks:

When checks are returned for insufficient funds you will be notified. Additional checks will NOT be accepted until all fees have been paid. In the event that a check is returned for insufficient funds, payment can only be made with cash or money order.

Reimbursement of Student Accounts:

Students graduating or transferring out of district may request in writing to the Food Service Director for reimbursement. All remaining students' to the District their balances will transfer automatically into the new school year.

Common Lunchroom Questions

What is the procedure for lunch meal purchases at meal time?

- Each student will have his/her OWN lunch account that upon coming into the lunchroom is accessed by entering his or her student ID# into a Pin Pad.

How will my student receive their ID number?

- The student can obtain their ID from the main office at the school. Student's ID number remains the same throughout all grades (K-12)

What if someone accidentally enters the wrong number?

- It is very unlikely that this will occur. If a student accidentally enters the wrong number the cashier will immediately detect it as name and photo of student appears.

Should I pay with cash or check?

- Either is fine, whatever is most convenient. We do encourage pre-payment of meals. Sending in lunch money perhaps weekly or monthly vs daily provides faster more efficient service.

Can I send one check providing payment for lunch AND other school fees?

- No. It is necessary that lunch money be kept separate from other school funds.

Does my child have to pre-pay for lunches or can they still pay cash?

- Yes. Cash is still accepted in the lunch line; however, service can be provided more efficiently when money is prepaid onto the child's account.

If my child pays his/her meal with a check can they receive cash back?

- No. For the protection of the District we have to insure that the check clears through the bank therefore the register system doesn't allow cash returned for checks.

Will my child receive change back from a cash purchase?

- No. In order to provide quick, efficient service all change will be placed on their account. The change is held in account and remains on the account until used by the student. If the student asks the cashier for their change to be returned we will certainly accommodate this request.

May another sibling use his/her brother's account?

- No. Only the person whom that account has been assigned to may use the account.

How will my child be notified when his/her lunch accounts gets low?

- If an email is provided, the parent will be notified two times a week via email. Also, students will be notified on a daily basis with an envelope as they come through the line stating their current balance by the cashier.

What if my child is on a special meal program?

- Once a child has applied for the free/reduced meal program and has been notified of their eligibility this information is coded into the computer. All students will enter their ID# into the system including those on special meal programs. The system is private at which students on special meals are not identifiable to others.

Is my student qualified for the meal program when the application is sent into school?

- No. The free and reduced meal application first needs to be processed. You will be notified once this has been completed. All meals that are charged to the students accounts prior to the student becoming eligible for the program are required to be paid in full.

What if my child's account shows a meal was purchased when I packed his lunch?

- There may be times when children have packed lunch and also choose to come through the lunch line to purchase a lunch. All meals that are served from the cafeteria will be charged to their lunch accounts. Please call for questions.

What if my child has money in his or her account at the end of the school year?

- All funds remaining on the account carries over to the next year. Should families move from the District or their child is a senior will be issued a refund after receiving a written request from the parent and/or guardian.

Allergies – Special Dietary Needs

All allergies or special dietary needs will need to be communicated to School Nurses by the parent and/or guardian. Written documentation of the special dietary need will also be required for student's school medical record. When meal substitutions are needed by Food Services they will be provided to students who are unable to eat/drink regular meal items; however, written documented by the child's physician of special dietary need is required.

Upon Food Service being notified of special dietary need and/or allergy a notice is placed into the student's lunch account in the dietary notes of the register program. This is utilized as an additional resource for kitchen staff so that student's tray can be checked upon them ringing their meal purchases.

Suggestions for Packing Healthy Lunches

If students chose to pack their lunch it is very important that the student and parents work together to pack healthy lunches.

The Food & Nutrition Services Dept. discourages parents from bringing in non-nutritious "fastfood" from outside establishments. Such items being brought in to the school during mealtime is prohibited unless prior approval is obtained by the School Principal.

Students should avoid packing non-nutritious foods in their lunches (i.e. candy) but rather include more healthy option

Home Packed Lunch Suggestions: (Cold, refreshing, nutritious low fat milk (1%, skim) can be purchased at school, along with a selection of bottled waters and 100% juice products).

- Low fat meat or cheese sandwiches
- Low fat cheese with whole wheat crackers or bagel
- Fresh vegetables with dip
- Pretzels, crackers, bagels
- Low-fat muffins
- Granola bars
- Dried fruit
- Pudding or fruited yogurt cup
- Cottage cheese and fresh fruit

Student Wellness

It is important that we support the student's development toward a healthier future through promoting healthy eating and increasing activity. In an effort to provide students with a healthier school environment a Student Wellness Policy was adopted.

<https://www.pittsfordk12.org/domain/170>

Pittsford Area Schools strongly encourages the sale or distribution of healthy foods for fundraising purposes. School based fundraising that occurs during the school day (between midnight and thirty (30) minutes after to the close of school) are required upon selling of food to meet the U.S.D.A Competitive food regulations, Smart Snacks standards and regulations of the Alliance for Healthier Generation's Competitive Foods and Beverage Guidelines. The sale of food during the breakfast and lunch periods is not permitted by the Ohio Department of Education as this is deemed to be in competition with the school lunch. If fundraising is held outside the regular and extended school day (between midnight and thirty (30) minutes after the close of the school day), the regulations thereof are no longer enforced at this time under the U.S.D.A. (United States of Agriculture)

Classroom Snack Guidelines

Pittsford Area Schools snack list has adopted these standards to provide guidance to parents in selecting healthy and nut free snacks for the classroom. It is the intention to support student development toward promoting healthy foods while providing food offerings that are safe for all students to order to minimize allergen events.

- Snacks should not be too messy for eating in the classroom.
- Please cut up fresh fruits and vegetables for easy servings, please wash before cutting all fruits and vegetables. Use snack baggies for easy handling.
- Please pack a napkin with your child's snack.
- Fresh fruits, fresh vegetables, yogurt, cheese and other healthy choices like dried fruit are preferred snack choices.
- There is NO refrigeration available for snacks in the classroom. If refrigeration is needed please pack in a cooler.
- It is preferred that snacks are pre-packaged, sealed, individually wrapped (in the original package) and nut free.
- All store bought treats must remain sealed, in their original package and contain the manufacturer label, listing all ingredients and allergens. These items are NOT acceptable classroom snacks:
 - All nuts are **NOT permitted** (i.e.,peanuts, cashews, almonds, walnuts ,pecans, etc...)
 - Peanut Butter or Nut Butters are NOT permitted
 - Sesame Seeds are NOT permitted
 - **Homemade** Snacks or Baked Goods are **NOT permitted**
 - Granola or Granola Bars, Trail Mix or other snack mixes are NOT permitted

PLEASE NOTE – Snacks that contain statement such as “may contain traces of....” Or, “Made on equipment that manufactures or processes...” or, “Made in a facility that manufactures....” are NOT considered to be safe due to cross contamination of the allergen. Snacks containing peanuts or other nuts are NOT allowed for classroom snacks. This includes snacks containing any type of nut (i.e., peanuts, cashews, almonds, walnuts, pecans, brazil nuts, hazelnuts, macadamias, pine nuts, pistachios and sesame seeds). Items contained on this list are those at this time do not contain peanut or nut products. These items have NOT been reviewed for the other major allergens. Parents (and teachers) are encouraged to check labels on food labels to be sure that the products do not contain offending allergens and safe for the child to eat. Food items stored in bins or storage containers in the home may be contaminated by residue from a food containing peanut or a nut product. Upon foods being brought into the classroom, please store in a secure location, avoiding cross contamination from foods potential to cause allergic reactions. Contact the Food Service Director if you have questions or concerns.

PREFERRED SNACK CHOICES:

Fresh Fruit (washed)

Suggestions: Apples (red, green)
Bananas
Grapes (red, green)
Melon (cantaloupe, watermelon)
Orange Slices
Peaches/Pears
Pineapple

Fresh Vegetables (washed)

Suggestions: Bell Pepper Strips
Broccoli Florets with ranch dip
Carrot Sticks
Cauliflower florets with ranch dip
Celery Sticks
Cherry Tomatoes
Sugar Snap Peas

When cutting up fresh fruit and vegetables in order to prevent cross contamination make sure that these items are not cut on the same cutting board or with a knife that has been used in prior food preparation. Washing utensils and kitchen counters with hot water and soap is the best way to remove the residue, wiping or rinsing the counter/work space and utensils is not enough to remove the residue and could leave enough allergen to cause a reaction. Proper cleaning of work surfaces and utensils is extremely important

Dried Fruit

Suggestions:
Craisins
Raisins Colby

Yogurt/Cheese

Suggestions:
Mozzarella String Cheese
Jack Cheese Stick

ACCEPTABLE SNACK CHOICES: (check ingredient labels at all times)

Crackers
Suggestions:
Barnum Animal Crackers,
Cheese Nips, Kraft
Goldfish Crackers, Pepperidge Farm
Honey Maid Graham Crackers, Nabisco
Scooby Doo Graham Cracker Sticks,
Teddy Graham Crackers, Nabisco
Triscuit and Wheat Thin Crackers,

Chips/Pretzels/Popcorn
Suggestions:
Keebler Baked Ruffle Chips, Frito Lay
Goldfish Pretzels, Pepperidge Farm
Mister Salty Pretzel & cheese dip
Pringles, Kellogg's
Gold Pretzels (twists, stix)
Smart food Popcorn, Frito-Lay
Veggie Chips, Natural Foods

LIMITED CHOICES: (classroom parties, rewards, incentives)

Treats: (all treats MUST be individually wrapped, sealed in manufacturer package) Dum
Dum Suckers Jolly Ranchers Lifesavers Smarties Skittles Tootsie Rolls Twizzlers