

Parent Handbook  
For  
School Breakfast and Lunch  
Program

2015 – 2016



## Food & Nutrition Staff

### Food Service Director

Ann Hersey

419-772-4312

[herseya@adabulldogs.org](mailto:herseya@adabulldogs.org)

### Cook's

Susie Baughman

Pam Evans

Kelly Kloeppe

Becca Maris

Amy Sheldon

Angie Wurst

## Allergies – Special Dietary Needs



All allergies or special dietary needs will need to be communicated to the School Nurse 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 substitution 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. Forms are available in the Nurses office.

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 purchase.

## School Breakfast & 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 will continue to promote a healthy school environment through providing wholesome and appetizing school meals.

The Ada Exempted Village School District participates in the National School Breakfast & Lunch Program. With this program Ada Exempted Village School District participates in the Free and Reduced meal program available to eligible students. The types of meals provided with the school meal program encompass standards as defined by the Dietary Guidelines. All menus are planned following standards of the National School Lunch and Breakfast Program as governed by the United States Department of Agriculture.

We provide assistance toward improving student's knowledge and awareness of healthy eating habits, striving to offer lunches and snacks that are healthy and appetizing for our growing youth. 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 vary by age group.** With the recent changes in school lunch meal planning students will be required to take a minimum of ½ serving of fruit or vegetable on their meal tray.

In grades 6 – 12 a variety of choices are available daily. In addition to the main hot meals a number of other healthy selections are available that include: fresh salad bar, deli sandwiches, wraps, fresh fruit and vegetables. In addition, milk being 1% or fat free is offered daily. Bottled water and juices are also available as ala carte along with other healthy snack options.

Providing healthy food choices and well-balanced meals will contribute to the daily nutritional needs of students. The Ohio Department of Education mandates that food not be sold in competition with the school breakfast and lunch program. Board Policy #8550. Meal Service as stated in the student handbook we do have a closed lunch. No outside foods. (McDonalds, Subway, etc.) We encourage all students and parents to support our Food Service Department as we all work to promote health and happiness.



## **Ada Exempted Village School Meal Charge Guidelines**

The National School Lunch and School Breakfast Program play a critical role in ensuring that America's children have access to the nutritious food they need to learn and succeed in the classroom. Ada food service is concerned whenever circumstances beyond a child's control, such as not having money on hand or in their lunch account, prevent the child from receiving a regular school meal.

Meal charging is not encouraged but we understand it may be necessary on occasion. No ala carte items may be charged and all meal charges must be repaid in full. Funds may be transferred between students' accounts in the same household. Students are encouraged to put money on their account first thing in the morning.

### **Elementary Students**

To insure elementary students do not go hungry they may be permitted to charge no more than one school meal.

- For each meal charge, the cashier will verbally remind the student to ask parents to "Please Send Lunch Money". Reminder balance slips will be sent home with the student.
- When two charges have occurred requests via phone calls, letters and/or emails for repayment will be made.
- Students arriving at school without payment or a meal from home may be served a substitute meal of a cold cheese sandwich and white milk.
- If paid and reduced students have money in hand for the price of a meal he/she will receive a meal, even if he/she has charges.
- Ala Carte items may not be charged.
- Free and Reduced applications will be available throughout the school year.
- There will be no charging the last three weeks of school.

### **Middle and High School Students**

Middle school and high school students are not permitted to charge meals or ala carte items.

- A balance will be given each time a student makes a purchase with his/her ID.
- Paid and Reduced students without money for a school lunch will be offered a substitute meal of a sandwich and milk.
- Paid and Reduced students with money in hand for the price of a meal he/she will receive a meal.
- Free and Reduced applications will be available throughout the school year.

## **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 2015 - 2016 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, an application may be obtained by contacting your child's school and you should feel free to request that one to be sent home. You can also access a copy from the Ada School web site: Go to our school's web site, click on Food and Nutrition Services.

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 is received and approved in the Food Service Office. 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 living within the same household is not listed on the Direct Certification Notification Letter, the parents will then need to contact the Food Service Director and let us know.

### **2015 – 2016 Lunch Meal Prices**

Ada School is making every effort to maintain pricing of meals and ala carte items. Due to inflationary cost of food and supplies, we continue to remain challenged and will continue to make every effort to minimize any increases.

#### **Breakfast K – 12**

Breakfast is served when the first Bus arrives until about 8:35

\$1.25

Reduced .30

#### **Lunch**

Elementary (K – 5) - \$2.00

Middle & High School (6 – 12) - \$2.25

Reduced K – 12 .40

## **How to Pay for Meals**

Ada School cafeteria utilize a computer-based cash register program called QSP. This is an automated system providing quick, secure access to student information (i.e., free meal eligibility, allergies and lunch balances). Upon students purchasing items regardless of payment method, students will enter their student ID number. As their ID is entered the student's name, picture, along with other detailed information appear on the screen of the cash register system. Each student has his or her own ID#. You can remain confident that not any one student has the same ID# and all ID#'s remain secure.

- Students are encouraged to bring cash or check with them to the lunchroom first thing in the morning either daily/weekly/monthly and it will be loaded to their lunch account;
- Students can elect to turn in money to their teacher daily (Elementary K-5) and one of our Cooks will pick it up in the morning and deposit it on the students lunch account
- If you have multiple students and you want to deposit a check for them, just write one check and on the front of the envelope let us know how much for who's account

## **Returned Checks**

When checks are returned for insufficient funds you will be notified from our Treasurer's office. Additional checks will NOT be accepted until the check has been paid and authorization from our Treasurer office has been approved. In the event that a check is returned for insufficient funds, payment can only be made with cash.

## **Reimbursement of Student Accounts**

Students graduating or transferring out of Ada Exempted Village School may request in person, writing, email or a phone call to the Food Service Director for reimbursement on the remaining funds on their child's account. All returning students to the District, your remaining balances will transfer automatically into the new school year.

## Common Lunchroom Questions

### **What is the procedure for breakfast and 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 received a student ID# upon registering for school. Student's ID number remains the same throughout all grades (K-12). The ID# they are issued in KG is the same number all the way through to graduation.

### **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 on 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.

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

We will transfer funds from one siblings account to another if they do not have enough money for that day. We prefer a parent's consent for anything other than the school meals. Such as extra's and Ala Carte

### **How will my child be notified when his/her lunch account gets low?**

Lunch Balances can be checked on-line, go to Ada School web site, Food and Nutrition, Pre-Payment Options and then Account Balances and Transaction History. You will need your child's ID#. We will also issue a student a Low Balance reminder paper for them to remember to bring in money.

### **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 program. 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 account prior to the student becoming eligible for the program are required to be paid in full.

### **What about Summer Feeding?**

We do not offer Summer Feeding here at Ada School. Summer Feeding Sites are listed by County towards the end of the school year on the Ohio Department of Education web-site. They will list all feeding sites and locations in Hardin County.

