Food Service Regulations-2017-2018

Students and Staff - (5-12) must purchase al a carte from the healthier choice vending machine. No snack or drink items can be purchased through the student or staff accounts. Staff - Please do not come back to the kitchen to get a drink or snack to purchase. All items have to be in inventory for the vending machine.
The soda/vending machines have been changed to all diet soda/plain/flavored water and healthy choice snacks that have been approved by state requirements for schools.
Students and Staff – (5-12) only low fat ice cream, milk and breakfast and lunch tray food items will be sold through the breakfast and lunch line.
Students and Staff -Garden Bar: Use tongs for all food items and keep salad bar clean.
Students and Staff- Please use good hand washing. Please use one squirt of the foam hand sanitizer before coming to breakfast and lunch.
Student and Staff- If you purchase a tray or any other item and Ms. Kathy is not at her desk. Please let one of the food service ladies know.
Students - Please use quiet voices and good manners in the breakfast and lunch lines. It is hard to serve students when it is so loud.
Lunch-Teachers-PK-4 please help students as they go through the lunch line.
Breakfast-(PK-4) will go to the right side of the serving line and (5-12) will go to the left side.
Staff - Remind students to check backpacks and use the deposit drop boxes in the elementary, high school and cafeteria. NO charges over $10.00 or the student will be served a different lunch approved by the state.
Staff - Student pin numbers will be in the teacher's mailboxes for (PK-4). PLEASE help students in (PK-12) to memorize their numbers. PK-4 staff/students-(please make a card with the pin number to wear the first two weeks of school and when another staff member is working for Ms. Kathy.This will help the line move at a better pace for everyone. When Ms. Kathy has a sub she will give PK-4 a SIS copy of your students for you to mark who is eating a school lunch to bring to the sub that morning. It is helpful to make sure you let them know if the student leaves before lunch so they are not charged for when double checking as they go they the line.
Staff - Please have your meal count in SIS ready if at all possible at the beginning of class each morning. If you have a sub and they do not put it is SIS just have them leave me a message (311). If possible make sure numbers are in and correct as this is recorded on our production records for our state reviews. PE classes please give your counts to Ms. Kathy each morning or Ms. Jill
Staff-Please make sure you do not send students to lunch early due to time for cleanup and serving of each lunch group)
Staff - Please let Food Service know ASAP when you will have students that will not be here for breakfast or lunch. Such as field trips and other events or need to change your lunch group time.
Staff - PK-12:-All class party food items must be prepackaged due to the wellness policy. (NO HOMEMADE BAKED ITEMS)-PLEASE GIVE THIS INFORMATION TO YOUR STUDENTS PARENTS)-State Regulation

Staff - Free and Reduced forms need to be turned into Ms. Kathy or your building secretaries ASAP. DO NOT hold forms in the classroom. We cannot put the student in for free or reduced until we have the form on file. The building secretaries will give the forms to Kathy to enter into SIS. (Remind students to check back packs for the forms)

Staff - (decaffeinated drinks are served due to the wellness policy) tea, coffee and crystal light drinks are available at no cost to you. Milk is fifty cents. Please do not send students to the kitchen for us to make your drinks. We realize you may have a health emergency and we will be glad to help if that happens.

Students and Staff – Due to Health Regulations: Please do not use the kitchen as a walkway to and from your buildings etc. If a teacher/student needs to speak with a food service employee or borrow something from the cafeteria please just wait at the door and we will be glad to help you.

Student and Staff – Due to Health Regulations: No students or staff can be behind the serving line to make their breakfast or lunch tray. The sinks and restrooms in the kitchen are for food service employees only.

Class Sponsors/Organizations-If you are planning a dinner you will need to have approved purchase orders filled out if you plan to order from our vender Kohl Wholesale (Dan Passante) 1-800-245-5645 @ 2725-Friday's by 3 p.m. for Tuesday delivery and Tuesday's by 3 p.m. for Thursday's delivery. A Food Service Employee will be assigned to each class dinner if you could let Ms.Jill know ASAP when you have your date. It would help you and the food service department if we could get the parents involved to help with the dinner preparation. (NEW STATE REGULATIONS FROM THE STATE-WE ARE NOT ALLOWED TO USE FOOD SERVICE TIME TO HELP WITH ANY EVENTS/DINNERS/FUNDRAISERS ETC. DUE TO USING FEDERAL MONIES THAT IS FOR THE PURPOSE OF STUDENTS BREAKFAST AND LUNCH PREPARATION ONLY).

If you are having an activity in your class and need items such as paper goods or food items. Please see Ms. Jill as this has to be charged off to that department.

Bake Sales and Fundraisers-STATE REGULATIONS ARE LIMITING THE AMOUNT OF BAKE SALE/FUNDRAISERS-PLEASE SEE ME TO SCHEDULE A BAKE SALE OR FUNDRAISERS AS SOON AS POSSIBLE. AS WE HAVE TO SET THIS UP FOR THE YEAR AND TURN INTO THE STATE THE AMOUNT WE ARE PLANNING OR THEY WILL SET THE AMOUNT FOR OUR SCHOOL.

See Mr. Lagemann with any sale of fundraisers during school time so that he can record for our state records for audits.

Staff-(CIVIL RIGHT TRAINING)-Anyone that is involved in helping with the breakfast and lunch program will need to see me about watching a civil rights training required by DESE and must be turned in with our application each year. We will have a form to sign that is required.

Staff-State Regulations for (PK-12) are that students during lunch cannot be refused to get a drink of water.

Food Service Staff will take lunch from 10:55-11:25 a.m. If you need a lunch before 11:31 please let me know in advance. We will make sure we have it ready for you.

PLEASE READ THE STUDENT INFORMATION TO YOUR FIRST HOUR CLASS.

We appreciate all you do! Have a great school year! Judy Cannon, Food Service Consultant