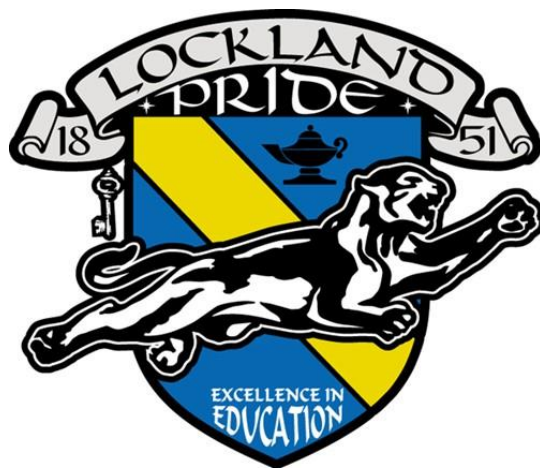


Parent Handbook for School Lunch Program

2019-2020



This institution is an equal opportunity provider

Table of Contents

	Page
Food & Nutrition Staff	3
About School Lunch Program	4
Meal Prices	5
How to Pay for Meals	5
Returned Checks	5
Reimbursement of Student Accounts	5
Common Lunchroom Questions	6
Allergies/Special Dietary Needs	6
Fundraising	6
Snack Suggestions	7

Food & Nutrition Staff



Director of Food & Nutrition:

Jennifer S. Arlinghaus, R.D., L.D.

513-398-8050, ext. 10027

jarlinghaus@kingslocal.net

Food Service Assistant:

Debbie Moore

513-398-8050, ext. 10028

demoore@kingslocal.net

Head Cook:

Tanika Danner – 513-563-5000, ext. 120

tdanner@kingslocal.net

Cook:

Cassandra Brouse – 513-563-5000 ext. 120

Nicole Hicks – 513-563-5000 ext. 120

SCHOOL LUNCH PROGRAM



The goal of the Food & Nutrition Department 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 wellness.

Lockland School District participates in the program called Community Eligibility Provision (CEP). This is a federal program that offered with the National School Breakfast and National Lunch Program that enable meals to be served at no cost. All enrolled students are eligible to receive (1) free breakfast meal and (1) lunch meal at no charge. There is no application needed to participate in this program as it is offered to ALL enrolled students. One (1) breakfast meal and (1) lunch meal will be served at no cost to the enrolled student.

Menus will be made available monthly to the Parents and 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 at Lunch each day. *The five meal groups for lunch 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. For the Breakfast Meal there are 4 meal components offered. They include: *Meat/Meat Alternative; Grains/Breads; Fruit and Fluid Milk*

A variety of choices are available daily. In addition to the main hot meals a number of other healthy selections will be made available to students that include: fresh grab-n-go salads, deli sandwiches, fresh fruit and vegetables as well as healthy snacks. In addition, bottled water and juices will be available as ala carte 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 lunch.

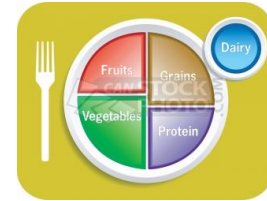
- ❖ School stores, vending machines, fundraising or concession outside of those operated by Food Service Department are prohibited to operate during school meal times as this is deemed as competition with National School Lunch Program;
- ❖ Offering of foods or beverages in vending services that do not meet the nutritional standards established within District policy may not be sold during school day to students;
- ❖ Outside of the School Lunch period, when foods and beverages are sold, if sold to students in the school day (between midnight and 30 minutes after the close of school) it is required that items sold meet the U.S.D.A (United States of Agriculture) guidelines. Such standards are provided within the Nutrition Standard memorandum (located on the Food Service website).

This institution is an equal opportunity provider

2019-2020 Lunch Meal Prices

BREAKFAST:

First Breakfast Meal – FREE to All Enrolled Students
Second Breakfast (if requested) \$ 1.25 per meal (Kg-6th)
Second Breakfast (if requested) \$ 1.50 per meal (7th-12th)



LUNCH:

First Lunch Meal – FREE to All Enrolled Students
Second Lunch (if requested) \$ 2.75 per meal (Kg-6th)
Second Lunch (if requested) \$ 3.00 per meal (7th-12th)

Only (1) Breakfast Meal is provided at NO cost. One (1) Lunch Meal is also provided at NO cost.

➤ Adult/Staff Meals: Breakfast \$ 1.75 ; Lunch \$ 3.85

How to Pay

In the event a student would like a second meal it is required that Food Service charge the student. The National School Lunch program only allows one FREE breakfast meal per student and one FREE lunch meal per student. Upon students wishing to make a purchase regardless of payment method, students will be asked to enter their student ID number. Each student has his or her own ID #. All information remains confidential and student ID numbers remain secure.



Payments can be made 2 ways:

1. Parent can place money onto student's account utilizing a web-based prepayment lunch fee system called **Pay For It** (www.payforit.net). Payments can be made through a check or credit card;
2. Student can bring cash or check with them to the lunchroom either daily/weekly/monthly and it will be loaded to their lunch account;

In order to provide efficient service pre-payment into student's account is highly encouraged. All remaining balances from previous school year transfers to the account of each student for the following year. Students with unpaid meal balances will also carry over to the next school year. All remaining unpaid meal balances need to be paid.



Returned Checks

When checks are returned for insufficient funds parents 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.

This institution is an equal opportunity provider

Common Lunchroom Questions



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.

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.

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.

Fundraising

Lockland School District 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).

This institution is an equal opportunity provider

Snack Suggestions for Students

Lockland School District offers guidance to parents in selecting healthy and nut free snacks while in school. 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..

At times when students bring in snacks for meal times or for consumption after school we offer suggestions for preparation of snacks as follows:

- ❖ Recommend cutting up fresh fruits and vegetables to provide ease of consumptions for your child; please wash before cutting all fruits and vegetables.
- ❖ Fresh fruits, fresh vegetables, yogurt, cheese and other healthy choices like dried fruit are preferred snack choices.
- ❖ There is NO refrigeration available for snacks, if the snack requires refrigeration it is recommended that it is placed in a lunch pail with an ice pack.
- ❖ It is preferred that snacks are pre-packaged, sealed, individually wrapped (in the original package) and nut free.

To minimize allergic reactions among students with allergen sensitivities the items below are to be avoided as snack options. And, it is recommended that these items not be shared among students:

- ❖ All nuts (i.e., peanuts, cashews, walnuts, pecans, pistachios' almonds, etc...)
- ❖ Peanut Butter or Nut Butters
- ❖ Sesame Seeds
- ❖ Homemade Snacks or Baked Goods
- ❖ Granola or Granola Bars
- ❖ Trail Mix or other snack mixes

PLEASE NOTE – It is important that labels for snacks be reviewed carefully, reading labels thoroughly. 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 your child’s School Nurse or the Food Service Director if you have questions or concerns.

This institution is an equal opportunity provider

Snack Suggestions for Students

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

Yogurt/Cheese -

Suggestions:

Mozzarella String Cheese
Colby-Jack Cheese Stick

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

Crackers -

Suggestions:

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

Chips/Pretzels/Popcorn -

Suggestions:

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

DISCLAIMER: ALL INFORMATION REGARDING INGREDIENTS AND MANUFACTURING PROCESSES WERE COMPILED FROM CLAIMS MADE BY THE PRODUCTS' RESPECTIVE MANUFACTURERS ON THEIR LABELS OR VIA OTHER MEANS AND MAY ALREADY BE OUT OF DATE. ALTHOUGH EVERY EFFORT HAS BEEN MADE TO BE AS ACCURATE AS POSSIBLE, WE DO NOT ACCEPT ANY LIABILITY FOR ERRORS OR OMISSIONS MADE BY US OR THE PRODUCTS' RESPECTIVE MANUFACTURERS. THIS LIST IS FOR INFORMATIONAL PURPOSES ONLY AND IS INTENDED TO SERVE AS A GUIDE, NOT AS AN AUTHORITATIVE SOURCE, AND IS NOT INTENDED TO REPLACE THE ADVICE OF ANY MEDICAL PROFESSIONAL. PRIOR TO PURCHASING ANY LISTED FOOD ITEM, IT IS YOUR RESPONSIBILITY TO CHECK THE PRODUCT LABEL TO ENSURE THAT UNDESIRE ALLERGENS ARE NOT LISTED AS INGREDIENTS AND TO VERIFY WITH THE MANUFACTURER THAT TRACE AMOUNTS OF UNDESIRE ALLERGENS WERE NOT INTRODUCED DURING THE MANUFACTURING PROCESS. CURRENT FDA LABELING GUIDELINES DO NOT MANDATE MANUFACTURERS DISCLOSE POTENTIAL ALLERGENS THAT MAY BE INTRODUCED AS PART OF THE MANUFACTURER PROCESS

This institution is an equal opportunity provider