

## PROCEDURES – Virtual School Meal Service

**PURPOSE:** Wood County School Child Nutrition Department can provide meals to students who have opted to utilize virtual learning instead of returning to school in a traditional setting. However, in order to maintain efficiency within the Child Nutrition Department and ensure students are provided healthy, well-rounded meals, families must adhere to the following procedures.

**SCOPE:** The procedure should be implemented to safely and properly provide students learning at home through the Wood County Schools Virtual Schools meals during the school week.

### PROCEDURES:

- Students participating in the Wood County School System Virtual Learning will be provided with meals through curbside service.
- Families who choose to have meals provided by Wood County Schools Child Nutrition will be asked to pre-order meals on a weekly basis for meal preparation purposes.
- To receive meals parents/guardians/students will need to complete an order form every week for each Wood County School System Virtual student who would like a meal box. Students participating in the Wood County School System Virtual Learning may sign up online to pick up 5 breakfast meals and 5 lunch meals once per week at the following locations:
  - Parkersburg High School - 2101 Dudley Ave Parkersburg, WV 26101
  - Parkersburg Sough High School - 1511 Blizzard Dr. Parkersburg, WV 26101
  - Williamstown High/Middle School - 219 West 5th Street Williamstown, WV 26187
- Information regarding pre-order will be available on our website at [www.woodcountyschoolswv.com](http://www.woodcountyschoolswv.com).
- Pre-orders will be due by 12 PM (noon) on Friday for the following week's meal pick-up. Pre-orders will start on Wednesday.
- Families will be responsible for picking up meals from the school location where they designated pick-up between 9AM and 10 AM on Fridays. Unless otherwise indicated or communicated from Wood County Schools Child Nutrition. Meals will be provided once per week and will contain enough meals for five (5) days or as indicated by the school calendar.
- To access pre-order information, visit the website above ([www.woodcountyschoolswv.com](http://www.woodcountyschoolswv.com)) and click "Parents & Students", "Virtual School". Then, select "Virtual School Meal Service Pre-Order Form".
- Click on "Virtual Meal Service Pre-Order Form" to be directed to our Google Form to place your weekly order. You will visit this site each week and repeat the process for each week you wish to have meals provided.
- A form **MUST** be completed for **EACH** student. You will need a valid student name and ID number.
- **Only pre-ordered meal boxes will be prepared.**
- Parents/guardians will need to show proof of Wood County School System Virtual Learning enrollment at meal pickup.