

2006-2007
Nutrition Services
Parent Handbook
For the School Lunch Program

MILFORD EXEMPTED VILLAGE SCHOOLS

MADEIRA CITY SCHOOLS

ST. COLUMBAN

&

ST. ANDREW

Nutrition Services Administrative Staff

Department of Nutrition Services:

6084 Branch Hill Guinea Pike, Milford Ohio 45150 – 513-831-5030

Director of Nutrition Services, Gerry Harris, 831-5030 ext. 13

harris_g@milfordschools.org

Assistant Director of Nutrition, Sarah Renz, 831-5030 ext. 10

renz_s@milfordschools.org

Nutrition Services' Secretary, Cheryl Wilkins, 831-5030 ext. 12

wilkins_c@milfordschools.org

Milford Exempted Village School Kitchens

Sr. High School Kitchen Manager, _____ - 576-2238, Fax 576-2264

Sr. High School Assistant Manager, Karen Klein - 576-2238, Fax 576-2264

Jr. High School Kitchen Manager, Mary Jane Hope - Kitchen & Fax 248-3449

McCormick Elementary Kitchen Manager, Mary Deel - Kitchen & Fax 677-6246

Meadowview Elementary Kitchen Manager, Marci Thomayer - Kitchen 683-4333, Fax 722-4847

Mulberry Elementary Kitchen Manager, Modene Brockman - Kitchen & Fax 722-4867

Pattison Elementary Kitchen Manager, Cindy Miller - Kitchen & Fax -831-4017

Charles L. Seipelt Elementary Kitchen Manager - Anna Dold - Kitchen & Fax 248-5445

Boyd E. Smith Elementary Kitchen Manager, Char Rathel - Kitchen & Fax 575-1605

Milford Preschool/Extended Day/Head Start, Cindy Corbett - 831-2819

Madeira City Schools Kitchens

Sr. High School Kitchen Manager, Becky Wulfeck - Kitchen 891-8222 ext. 355

Middle School Kitchen Manager, Jessica Pedrick

Elementary School Kitchen Manager, Brooke Nelson - Certified Chef 985-6085 ext. 533

St. Andrew Kitchen Manager, Peggy Parsons - Kitchen 831 -9171

St. Columban Kitchen Manager, Kaye Sirk – 683-7903

Nutrition Services Mission Statement

It is the mission of Nutrition Services to make a significant contribution to the overall physical and mental well-being of each student to enhance their ability to participate fully in the education process. This will be achieved by providing wholesome, high quality, nutritious and appetizing school lunches served in a courteous manner, in a sanitary and pleasant cafeteria environment.

This mission will be pursued in the most efficient and cost effective means possible, in compliance with the guidelines of the Ohio Department of Education National School Lunch Program.

National School Lunch Program

The Milford Exempted Village Schools, Madeira City Schools, St. Andrew and St. Columban Schools collectively participate in the National School Lunch Program. Under this program all schools who participate must make free and reduced price meals available to eligible students. The menus are designed so that over a period of one week, school lunches will provide children with approximately one-third of the nutrients they need according to the Recommended Dietary Allowances. The menus are planned using available government commodity food products from the United States Department of Agriculture as well as purchased food products. Our Nutrition Services Department strives to promote student participation in the consumption of school meals offered every school day.

Offer vs. Serve

To increase the acceptance and consumption of school lunch, we utilize a provision known as “Offer versus Serve” in all of our lunchrooms. This option is intended to reduce food waste by allowing children to choose three of the five meal components offered at each lunch; although we recommend all five components as the better value.

The five components are:

*Meat /Meat Alternative: 2 oz. lean meat, 2 oz. cheese, 2 eggs, 1/2 cup beans, 8 oz. yogurt, or 4 Tbsp. nut butter or seeds.

*Grains/Breads: 8 servings per week.

*Fruits and /or Vegetables: 3/4 cup of 2 different selections.

*Fluid Milk: 8 oz.

* Serving sizes listed are for Elementary and Middle Students.

Several different choices of entrées are offered each day in all our cafeterias. These include the published "menu" entrée, a variety of hot and cold sandwiches, chef salads, fruit yogurt and sunflower seed combos, and a variety of pre-packed, grab and go “lunchable” meals. *The entrée combines meat and the grain product.*

Several choices of fruit and vegetables are offered daily. *Fresh* fruits and vegetables are available each day.

Milk is offered in a variety of flavors and fat contents such as 1% and fat-free milk in chocolate, white and strawberry flavors.

Snacks, bottled water, and juices, approved by the Director of Nutrition Services, are available for sale ala Carte.

Self-Serve

The "self-serve" program operating at all Elementary and Middle Schools, (**new** this school year at Milford Jr. High, Madeira Elementary and St. Columban) provides daily selections of pasta, vegetables, fruits and a mixed greens salad. Benefits of self-serve vs. traditional school lunch lines are:

- Healthier, more balanced meals
- Increased menu variety and daily selections
- A reduction in food and disposable supply costs*
- A reduction in food waste*
- A reduction in labor*
- Increased student, parent and staff satisfaction as measured by participation levels, satisfaction surveys and verbal comments

*These benefits help keep meal prices down

How self-serve works: First, each child picks up a container of milk, a utensil/napkin combo pack and selects an entrée. The entrées are served to each student on a divided tray by the Nutrition Service's staff. Next, students go down both sides of a hot and cold bar to serve their own pasta, salad, hot vegetables and fruit. Students may select six side items and all are included in the price of the school lunch. The side items include: pasta, salad, two vegetables and two fruits.

Ala Carte Items

Unless parents request otherwise, students are permitted to use money on their account to buy seconds of entrees offered in the cafeteria and packers may use the money on their account for milk purchases. Ala carte snack items may also be purchased from money on account or as a cash transaction but, may not be charged. Ala Carte prices start at \$.10. All snacks at the elementary and Middle Schools meet nutritional guidelines established by Nutrition Services and the Wellness Committee. Parents may restrict their students from purchasing ala carte or place spending limits on their accounts. High School students do not have any item or spending limits on their accounts unless requested by a parent in writing or by phone to the Nutrition Services Office at 831-5030. (see snacks under 2006-07 Prices)

Wellness Program

All schools are required to establish a continuing wellness committee to assist in monitoring wellness outcomes and advising on continuous improvements that can be made to further enhance health and wellness in school districts. Members of the Wellness Committees and Nutrition Services are working together to improve the nutritional integrity of the student meal programs. We welcome input from members of our school communities which include school Administrators, parents, teachers, students, Nutrition Services' and other school personnel through Wellness Committee and (Madeira) School Health Advisory Committee meetings. Together we are establishing standards for all foods and beverages consumed on campus and at school sponsored events.

Regulations for the Sale of Foods

The Ohio Department of Education mandates that food not be sold in competition with the school lunch. The sale of food during the school day is limited to the school lunch, the component parts sold a la carte, and a la carte snacks that meet district nutrition guidelines.

- Vending machines offering foods or beverages which do not meet the nutritional standards established by the District may not be operated during the school day.
Note: The school day shall be defined as the interval from the time each building is opened in the morning until after dismissal when the last regularly scheduled school bus departs.
- School fund-raising activities, such as bake sales, may not be held during the school lunch period.
Suggestions for creative financing & fun fundraising are included in this handbook.

Nutrition Guidelines

LUNCH & BREAKFAST:

Preschool through 8th grade

- No deep fat frying as a method of food preparation.
- During their designated school lunch period all students must have a complete meal (school lunch or packed lunch) before purchasing a la carte snacks or beverages.

High School

- French fries may not exceed 4 ounces per serving (will be no larger than the portions of other vegetables served as part of the federal school meal program) and students may only purchase one serving at a meal for their own consumption.

All Grade Levels - Preschool through 12

- No foods and beverages outside of the school lunch program may be sold at any time on the school campus during the lunch period.
- No vending machines may be operated until after the end of the school day.
- A good source of vitamin C will be offered every day of the week.
- Fresh fruits or raw vegetables will be offered every day of the week.
- At least five different fruits and five different vegetables will be offered each week.
- Whole wheat bread products will be offered every day of the week.
- Food will be served in quantities appropriate to the needs of the students at their age level.
- Food preparation methods will attempt to lower saturated fat, sodium and sugar, while appealing to students and retaining nutritive quality.
- Food and beverages consumed in the classroom and elsewhere on campus should be in accordance with district nutritional policies and should be of good nutritional content.
- Students and staff will be encouraged to eat healthy.

BEVERAGES:

All Grade Levels - Preschool through 12

Water

- may contain natural or non-caloric sweeteners
- cannot contain caffeine or a caffeine derivative

Juice

- must contain 100% fruit and/or vegetable juice

Sports drinks, electrolyte -replacement drinks

- only served at the Sr. High schools

Fruit Ice

- must contain 100 percent fruit and or vegetable juice

Milk

- fat free, low fat (1 percent milk fat) must be offered at all points where milk is served at all schools
- reduced fat (2 percent milk fat) served at the preschool, Sr. High and at elementary schools, if requested by a parent

ALA CARTE SNACKS:

Preschool through 8

- Snacks must meet a meal component, as defined by the National School Lunch Program, with the exception of those containing dairy products, which do not meet a meal requirement, such as pudding and ice cream, seeds, nuts and nut butters, and Fortune Cookies.
- Snacks cannot contain grams trans-fat.
- Total fat content must be less than or equal to 6 grams of fat, excluding seeds, nuts, and nut butters.
- Calories from sugars, excluding sugars naturally occurring in fruit, dairy or vegetables must be 35 percent or lower of total calories. This is determined by dividing the grams of sugar by the gram weight of the product and multiplying by 100.

Sr. High

- Snacks cannot contain grams trans-fat.
- In at least 50% of single-serve products total fat content must be less than or equal to 6 grams of fat, excluding seeds, nuts, and nut butters.
- In at least 50% of single-serve products calories from sugars, excluding sugars naturally occurring in fruit, dairy or vegetables must be 35 percent or lower of total calories. This is determined by dividing the grams of sugar by the gram weight of the product and multiplying by 100.

Portion Size Restrictions

- Snacks must be limited to age appropriate single-serve portions and not exceed the serving size of the food served in the National School Lunch Program.
- Beverages containing fruit or vegetable juice not larger than 12 ounces
- Electrolyte replacement beverages not larger than 20 ounces

Access to school nutrition programs in a non-stigmatizing manner

Schools will make every effort to prevent the overt identification of students who are eligible for free and reduced-price school meals. School cafeterias will utilize electronic identification and payment systems.

Surroundings for Eating

- The physical setting for eating will provide space that is adequate to accommodate all students in pleasant surroundings that reflect the value of social aspects of eating.
- Service areas will be adequate to ensure student access to school meals with a minimum of wait time.

Marketing of Food and/or Beverages

Marketing of food and/or beverages will utilize strategies to increase the appeal of healthful food and beverage items. Healthier options will be placed at student eye level.

Nutrition Promotion Measures

- Nutrition information will be displayed in each school building and cafeteria that illustrates nutrition and healthy activities.
- Students will be provided information regarding the nutritional value of food served in the cafeteria via cafeteria postings, menus, labeling, special promotions or the district website.
- Annual communications such as newsletters will include information relating to nutrition and health.
- With approval of the Director of Nutrition Services, the school cafeteria may serve as a learning lab for healthy activities such as label reading, recipe conversion, snack & menu planning.

Suggestions for Packing Healthy Lunches

Students who do not purchase the school lunch are encouraged to pack healthy lunches from home. Students must have a complete meal before they can purchase a la carte snacks.

Non-nutritious "fast food" such as fries and soft drinks from outside establishments i.e. McDonald's should not be brought in to the school during the school lunch period for student consumption.

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

- Low fat meat or cheese sandwiches served on whole wheat bread, buns or wrap sandwiches.
- Hard-boiled eggs
- Fresh fruit and vegetables.
- Low-fat yogurt.
- Low-fat cheese cubes or sticks.
- 100% or 50% juice products or bottled water.
- Pretzels, low fat crackers, bagels, small low-fat muffins, dry cereal.
- Granola Bars.
- Dried Fruit.
- Various nuts & almonds

Suggestions for Healthy Snacks

Healthy snacks are important because they supply nutrients for growth, provide energy and enable children to think clearer, help develop good eating habits early in life, and help to include all food groups in the daily diet.

Snacks also offer an opportunity to incorporate a variety of foods and a way to introduce new foods.

Plan snacks that include foods from more than one food group and keep portions small, they are not meant to take the place of a meal. Suggested serving size is the amount of food that fits in one cupped hand.

Involve your child in the planning and preparation of snacks and use this as an opportunity to talk about proper nutrition, portion sizes and your recommendations for your child.

Healthy snack suggestions: (most of these snack items are less than 100 calories per serving).

- Mini bagel
- Crackers
- Microwave light or air popcorn
- Dry cereal
- Cereal or Granola bars
- Nutria-grain bars
- Low fat cheeses
- Banana
- Medium apple
- Pear
- Fresh Peach
- Cantaloupe cubes
- Grapes
- Orange
- Kiwi fruit
- Vegetable sticks
- Fresh broccoli & cauliflower florets
- Low-fat yogurt
- Frozen juice bars
- Pudding cup
- Cottage cheese
- Peanut butter & celery sticks
- Peanuts
- Sunflower seeds
- Small sandwiches
- Fruit kabobs
- Protein drinks
- 100% fruit juice
- Zucchini strips
- Berries
- Tomato wedges with dip
- Tangerines
- Whole grain breads or crackers
- Small muffins
- Baked Tortilla chips & salsa
- Rice cakes
- Pumpkin or banana bread
- Cereal mix or trail mix
- Green, red and yellow pepper strips
- Fig Newton cookies
- Animal crackers
- Baked Doritos
- Graham crackers
- English muffin
- 100% fruit snacks
- Beef jerky-95% fat free.
- Fruit Cups
- Peanut Butter & Crackers
- Pretzels
- Low-fat string cheese & crackers
- Soy nuts
- Baby Carrots & low-fat dip
- Various nuts & Almonds

Suggestions Creative Financing & Fun Fundraising

Selling products that parents and students enjoy can be very profitable. Below is a list of suggestions for alternate fundraisers other than many of the low nutrient dense foods products that are available.

Things you can sell

- Candles
- Greeting cards
- Gift wrap, boxes and bags
- Magazine subscriptions
- Gift items
- Coupon books
- Holiday wreaths, poinsettias
- Landscape mulch
- Flowers, bulbs, Cookbooks
- Balloon bouquets
- House decorations
- T-shirts or sweatshirts
- Customized stickers
- Pet treats/toys
- Christmas ornaments
- School spirit gear
- First aid kits
- Crafts
- Mugs
- Rent a special parking space
- Foot warmers
- Flags, bumper stickers
- License plates or holders w/school logo
- Gift baskets
- Hats
- Jewelry
- Valentines
- Christmas trees
- Yearbook covers
- Mistletoe
- Yearbook graffiti
- Stadium pillows
- School Frisbees
- Garage sales
- Music, videos, CDs.
- Books, calendars
- Air fresheners
- Plants

Items that Promote the School

Cookbook made by school (parents, teachers, kids), bumper stickers & decals, school logo air fresheners, calendars.

Healthy Food Items That Can Be Sold

Fruit smoothies, frozen bananas, cereal, trail mix, fruit & nut baskets, lunch box auctions.

Healthy Food Items That Can Be Sold at Concession Stands

Healthier alternatives can be sold at games and other school events with concessions:

- Trail mix
- Air popped popcorn
- Baked tortilla chips & Salsa
- Bagels w/light cream Cheese
- Low-fat milks
- Various nuts & Almonds
- Fruit smoothies
- Pretzels
- Low-fat crackers
- Fresh fruit
- Yogurt
- Fruit Cups
- Bottled water
- Assorted baked chips
- Frozen bananas
- Soft pretzels & Mustard
- Granola Bars
- Baby carrots & low-fat dip
- Soy Nuts
- Flavored Water
- Dried Fruit

Healthy Classroom Party Suggestions

Classroom parties can include foods that are delicious, nutritious and special. Parents and children can make them together. Please contact Nutrition Services if we can be of assistance with classroom parties.

- Bagels
- Cheese cubes
- Fresh cut up fruits
- Fresh finger food veggies
- Salads made with pasta or vegetables
- Veggie pizza
- Tortilla wraps filled with meat or veggies
- Mini Sandwiches
- Yogurt Parfaits (see recipe)
- Orange Slurpies (see recipe)
- Watermelon Basket (Hollow melon and fill with cut fruit)
- Breakfast bars
- Cereal bars
- Oatmeal raisin cookies
- Animal crackers
- Granola bars
- Dried fruit
- Chex mix
- Fruit leathers
- Popcorn
- Pretzels
- Whole-wheat tortilla w/ cream cheese & honey cut as pinwheels

Orange Slurpie (Orange juice right out of the orange)

Roll a juicy orange on the counter to get the juice flowing. Rinse the whole orange under cool water and pat dry. Cut a hole about the size of a quarter in the top of the orange. Drink the juice right out of the orange by squeezing and slurping the juice out of the hole.

Yogurt Parfaits

- 2 cups vanilla low-fat yogurt
- 1 cup chopped fruit (thawed frozen fruit works well)
- 1 cup granola

Spoon 1/2 cup of yogurt in each of 4 cups. Spoon 1/4 cup of chopped fruit in each cup. Sprinkle with 1/4 cup granola.

Alternatives to Food Rewards

Non-nutritious foods, such as candy, should not be used as a reward for students and food should not be withheld as a punishment. Listed below are suggestions for alternative ways to reward students:

Elementary School Students

- Play favorite game
- Extra recess
- Make deliveries to office
- Sit by friends
- Help teach class
- Eat lunch with teacher
- School supplies
- show-and-tell
- Paperback book
- Banc system (earn play money to be used for privileges)
- Trips to a treasure box filled with nonfood items such as: pencils, erasers, small notebooks, calendars, stickers, jump ropes, bubbles, puzzles, key chains, yo-yos, trading cards, and small novelty toys.

Middle School Students

- Sit by friends
- Listen to music while working at desk
- Reduced homework or homework pass
- Eat lunch outside or have class outside
- Computer time
- Chat break
- Field trips
- Assemblies
- Extra reading time
- Free time at end of class

High School Students

- Extra credit
- No homework pass
- Extra reading time
- coupons to video stores, music stores, movies (donated)
- Drawings for donated prizes among students who meet certain grade standards
- A few minutes of "free choice" time at end of class period
- Free passes to school events and games

Students with Special Dietary Needs - Allergies

At the beginning of each school year, or at the time of enrollment, parents are responsible for communicating any special dietary needs of their child, including food allergies, to the District.

Substitutions to regular school meals provided by the District will be made for students who are unable to eat regular meals due to a qualifying dietary need when that need is certified in writing by the student's physician. The nature of the student's qualifying dietary need, the reason such need prevents the student from eating regular school meals (including foods/beverages to be omitted from the student's diet), the specific diet prescription along with the needed substitution must be specifically stated in the physician's statement.

When Nutrition Services is notified of students' special dietary needs a highlighted notice is put on the student's account in the dietary notes section with the list of food/beverage restrictions.

For example: students who are lactose intolerant must have a written notice from a physician in order to receive bottled water or orange juice in place of milk. USDA guidelines prohibit serving substitute beverages to students without written medical directives from a medical authority. Notes from parents requesting any beverage other than milk are not acceptable under USDA guidelines of the National School Lunch Program.

Cafeteria Manners

Each cafeteria has adult lunchroom monitors responsible for supervising and helping the children at lunchtime. These monitors are part of the school staff that are hired, trained, supervised and evaluated by the school principals. They provide a valuable service as they monitor the Lunchrooms and encourage good eating habits and good manners during meal and play time. Students are encouraged to always use good manners in the dining room. This includes sitting at their seats until excused by the lunchroom monitor, talking softly at the table and cleaning up after themselves.

Nutrition Services "Substitute" Workers

Nutrition Services is seeking to employ warm & friendly people, who enjoy interacting with children, as substitute workers for the school lunch program. Permanent positions are usually filled from the group of substitute workers. If interested, please contact Nutrition Services for information.

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 school year within 30 days from the start of the school year for the child to continue on the program. A letter will be sent to all families that have applied notifying them of their eligibility to participate in this program.

Applications are sent home the first day of school with each student. Applications are also posted each district's website at www.milfordschools.org, www.madeiracityschools.org, and www.stcolumbanschool.org. If you did not receive an application, a copy can be printed from your school's website or by calling your child's school to request that one to be sent home to you.

We cannot approve an application that is incomplete, so be sure to fill out all required information. One application should be used for all children living in the same household. It is **not** necessary to complete an application for each child (except foster children).

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 Nutrition Services Office.

No child is discriminated against because of race, sex, color, national origin, age, or handicap.

2006-07 Lunch Prices Madeira/St. Andrew/St. Columban

Our lunch program must be self-supporting through the payment received for student meals. We do our best to keep the lunch prices reasonable and offer the highest quality meals and service to your child each day.

Each student must purchase a complete meal or bring a packed lunch from home. Extra entrées as well as a variety of ala carte items may also be purchased.

The lunch price is \$2.25 per meal at the Madeira Elementary, Madeira Middle, St. Andrew and St. Columban schools. Extra entrees are \$1.85.

Lunch prices for Madeira Sr. High are \$2.50. Extra entrees are \$2.10.

For those who qualify, the price for a reduced price lunch is \$.40. Milk is also \$.40.

How to Pay for Lunches

All the information you'll ever need about buying meals at school!

The Milford Exempted Village Schools, Madeira City Schools, St. Andrew and St. Columban Schools collectively have a computerized point-of-sale (POS) system that makes paying for lunch **SO MUCH EASIER!** Families don't need to worry about sending money every day and be concerned about it getting lost.

Benefits of using the Point-of-Sale (POS) System

√ Staff and Students receive faster service in check out lines.

√ Full-pay, reduced, and Free Meal Status accounts are handled in the same manner.

√ Ability to make payments utilizing an **Online Payment Service (www.cafeprepay.com)** using Visa, MasterCard or Discover or direct withdraw from checking or savings account. This online service also allows you to **check your child's lunch balance** and **view a detailed list of items your child is purchasing**.

√ Accurate records for state and federal reporting purposes are generated.

How does the point-of-sale system work?

Each student has his/her own STUDENT MEAL ACCOUNT, complete with a personal identification number, which is usually the student ID number. The account may be accessed by entering the ID number on a numeric keypad at the cash register station. The student's photo appears on the screen when the ID number is entered. The cashier is required to verify the student's identity before ringing the sale and an automatic withdrawal occurs from the student's meal account. Money can be deposited into the account at any time, as often as needed.

How will the POS system work if my child has been approved for free or reduced price lunches?

Many students feel embarrassed and worry that other students will know they receive free or reduced lunch benefits. Please know that your child will never be identified by any staff member as receiving free and reduced lunch benefits.

Your child will choose a complete meal and progress through the lunch line. Their account will be accessed by entering the ID number on a numeric keypad at the cash register station. If your child has been approved for free lunch benefits, the cashier will process their transaction and your child will proceed to their table. Other students will not know if the student receives free benefits or if they have prepaid their lunches for the week.

How do I get my student's ID number?

A student's ID number is assigned to each student through the Board of Education when a child is registered for school. Each school then is given a copy of student ID numbers. The student ID number is then given to the appropriate teacher assigned to the student. The teacher assists the student in learning the ID number. Then, each student is shown how to enter the appropriate ID number on the numeric keypad when purchasing a Lunch through the Lunch line.

What if someone accidentally enters the wrong number?

Every time an account is accessed, the student name and photo will appear on the screen. The cashier will say, "Thank You, (name)". In the very unlikely event a wrong number is entered, a correction can immediately be made. Once a meal has been purchased for the student, the computer will deny access for additional meals. Additional entrees and snacks may be purchased.

Why should I be interested in this system? My child never eats in the cafeteria OR I prefer to send cash like I have in the past.

If your child forgets their packed lunch or lunch money, you will know that they have the ability to pay for lunch in the cafeteria if money has been deposited in their **STUDENT MEAL ACCOUNT**. Although, students in grades 1-8 are never denied lunch, with money deposited on account in advance, your student is prepared to pay for lunch.

How can I pre-pay money for my child's account?

Your student's meal account operates as a *Debit System*, meaning money should be placed on your student's meal account prior to the days your child needs to purchase lunch.

There are three convenient ways to place money on student meal accounts:

1. **Online Payment Service (www.cafeprepay.com)** using Visa, MasterCard or Discover or direct withdraw from checking or savings account. This online service also allows you to **check your child's lunch balance** and **view a detailed list of items your child is purchasing**. Visit www.cafeprepay.com and enroll in this easy-to-use service. Detailed instructions on setting up an account can be found on next page or on the Milford website at www.milfordschools.org and choose the Lunch Menus/Cafe Prepay icon.
2. **Check** made payable to Milford Nutrition Services can be sent into school with your child. Please include your child's name, grade and student ID # in the memo of the check.
3. **Cash** – We do accept cash payments in the lunch line. However, recording cash payments daily for each student during lunch will slow the lunch lines slightly.

CAFÉ PREPAY - WWW.CAFEPREPAY.COM

PAGE LEFT BLANK TO INSERT

CAFÉ PREPAY LETTER – PAGE 1

PAGE LEFT BLANK TO
CAFÉ PREPAY LETTER – PAGE 2

May my child continue to pay cash for a lunch?

Yes. Cashiers will accept cash. But please allow us to remind you again that when students use their meal accounts, service is much speedier!

May anyone use my meal account, such as a brother or sister?

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

How will I know when the meal account is getting low on funds or has a negative balance?

The Milford Exempted Village Schools, Madeira City Schools, St. Andrew and St. Columban Schools are enrolled in an online service called Café Prepay. This online service allows you to **check your child's lunch balance** and **view a detailed list of items your child is purchasing**. Visit www.cafeprepay.com to enroll in this easy-to-use service.

If you do not have internet access, you may call the appropriate school cafeteria and speak with the kitchen manager or cashier to obtain the balance on your child's STUDENT MEAL ACCOUNT. Or, your child can obtain this information when purchasing a lunch through the lunch line.

What happens when the account has a negative balance?

Negative Balance Notices are given to teachers to be sent home with students for their parent or guardian. The parent or guardian can then replenish the STUDENT MEAL ACCOUNT with any money owed, and or additional pre-pay money by using the above mentioned methods of pre-payment. While High School students are not permitted to charge, children grades 1-8 always receive a meal upon request, even when there is no money on their STUDENT MEAL ACCOUNT.

Can I send one check for lunch AND another activity?

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

If my child asks for cash back will he/she get cash back?

No. For your protection, we will not give change back to a student from a check. We want to make sure the money you sent to be used for meals goes directly for meals only.

Also, generally any change left from a cash purchase for K through 4th grade students is placed on their STUDENT MEAL ACCOUNT. This service is provided in response to concerns of parents who indicated that change was lost on the playground or thrown away off the lunch tray. The change then accumulates on the account providing funds for later use. Of course, change will be given back to the student if requested by the parent or guardian.

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

We will carry your child's balance to the next school year. Should families move from the school district, money remaining on student meal accounts will be refunded to the parent or guardian. Please contact the Nutrition Services office at 831-5030 for information regarding the request for a student meal refund.

What if my child's account shows a meal was eaten when I know that I packed a lunch?

There have been some instances of hungry, growing kids who have eaten their home-packed lunch on the bus or on the way to school, and then eaten a school lunch meal. If the school is offering a popular menu for lunch, the child may be tempted to have lunch at school instead of eating the packed lunch. Personnel in your child's lunch room will gladly research any purchases you question and make adjustments to your child's student lunch account as necessary.

I don't trust computers. How do I know the records are accurate?

The Café Prepay online service allows you to check your child's lunch balance and view a detailed list of items your child is purchasing as often as you would like. www.cafeprepay.com

We can also run an account history of your child's account all the way back to the start of the school year, as well as the previous school year. We can tell you every time the account was accessed, and every time a deposit was made.

When may I activate my student's meal account?

We can accept prepayments on a student's account anytime online at www.cafeprepay.com, money can be sent with your child the first day of school, and or at your child's school orientation or open house. Please contact the Nutrition Services Office at 831-5030 if you have any questions or concerns regarding the pre-payment of lunch or milk.

If I lost our monthly menu, how can we find out what's for lunch? You can check your district's website at www.milfordschools.org or www.madeiracityschools.org, www.stcolumbanschool.org Click on the month menus and the building your child attends. Or call the School Office or Nutrition Services Office at 831-5030 ext.10 for assistance.

Lunch Charges

In the event a student in K-8th grade forgets or loses his/her lunch money and there is no money left on the lunch account the student will be provided a meal (a la carte will not be provided). The students will receive a charge on his/her account for the meal provided. Parents will be notified in writing when these charges accrue. We request that all charges are paid promptly.

This lunch charge system is only set up for the K-8th grade levels. High School students are always expected to pay for their meal and will not be provided a meal in the event they have no money on the account.

Returned Checks

Once we have been notified your check was returned for insufficient funds, your child's account will be noted and no further checks will be accepted until the NSF check and applicable fees have been paid.

Milford Schools utilizes a collection agency called E-Collect of Ohio Inc. In the event your check was returned for insufficient funds, please contact E-Collect directly at 1-888-569-6001 to make arrangements for repayment.

E-Collect will charge your account a return check fee of \$30.00 or 10% of the check amount, whichever is higher.

In the event of a second offense, no checks will be accepted for the remainder of the school year. All future payments will need to be paid utilizing either our online payment service (www.cafeprepay.com), a money order or cash payment.