

Parent Handbook for School Lunch Program

2016-2017



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School 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 Kings Local School District participates in the National School Lunch Program. With this program all schools participate in the Free and Reduced meal program available to eligible students. The types of meals provided within the school meal program encompass standards as defined by the Dietary Guidelines. All menus are planned following standards of the National School Lunch 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 may 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.

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 grab-n-go salads, deli sandwiches, fresh fruit and vegetables. In addition, milk (1%, 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 lunch. The sale of food should not be sold on school premises except those that are in accordance with District standards.

- ❖ 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;
- ❖ Bake sales and other school fundraising activities involving food and beverage items may not be held during the school meal periods;
- ❖ Nutrition standards that govern the types of food and beverages that may be sold on school premises in order to be compliant with state law are provided within the Nutrition Standard memorandum (located on the Food Service website).

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 2016-2017 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 Kings Local School web site: Go to our school's web site, click on "Departments", then "Food Service" (www.kingslocal.net). You can also access from the Parent Information tab, under 'forms'.

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 is not listed on the Direct Certification Notification Letter, the parents will then need to submit a free and reduced meal application for that child.

2016-2017 Lunch Meal Prices

Kings Local Food Services is making every effort to maintain pricing of meals and ala carte items. Due to inflationary costs of food and supplies, we continue to remain challenged and will continue to make every effort to minimize any future increases.

Elementary Breakfast (K-6):

\$ 1.25 per meal

Middle and High School Breakfast (7-12):

\$ 1.50 per meal

Reduced Breakfast Meal \$.30

Lunch Price:

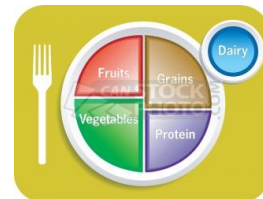
Elementary (K- 4th) - \$2.40

Columbia Intermediate (5th and 6th) - \$2.60, \$3.10

Kings Junior High - \$2.60, \$3.10

Kings High School - \$2.60, \$3.10, \$3.60

Reduced Lunch Meal \$.40





How to Pay for Meals

Kings Local School cafeterias 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). Upon students purchasing items regardless of payment method, students will enter their student ID number. As ID is entered the student's name, picture, along with other detailed information appear on screen of the cash register system. Each child 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. Payments can be made 3 ways:

Meal Payments:

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 ;
3. Student can elect to turn in money to teacher the first day of each week (Elementary K-4 schools ONLY). The teacher will then collect the money from the student and forward payment to the Food Service Department at which time it will be deposited into student's account.

** Parents are encouraged to pay on line and/or to send in with their children's teacher the day of each week/month so funds can be pre-loaded to students lunch account well before their arrival at Lunch time.

Pay For It offers the following features:

- ❖ Payments on (Pay For It) can be made by check or by using a credit card.
- ❖ Allows the ability to setup automatic recurring payments along with being notified via email when account balance runs low on students lunch account
- ❖ Report features that provide history on all purchases and balances
- ❖ A credit card transaction fee of 3.9 % will be charged for processing the funds, if funds are loaded on-line. Example: \$20.00 lunch payment (on line processing fee will be ~\$.80)
- ❖ If payment is made by check a fee of \$1.75 will be applied (per transaction).
- ❖ Through registering with Pay For It and creating an account you can gain access to a variety of reports (i.e., account balances, history of food purchases) You will not be charged a fee for viewing and accessing reports on the Pay For It system.



Lunch Charges

Charges are discouraged for any student; however, if a student is without lunch or has no money on his/her account we allow charging of Meals. Charges however are limited to 2 meal charges. When students exceed this charge limit and charges have not been paid, the student will receive a courtesy meal that consists of: P& J Sandwich, fruit, vegetable choice and milk. Students will NOT be permitted to charge snacks at any time. Charging is ONLY permitted for Meals. Parents are notified of charges. Charges must be paid upon notification. If you are in need to assistance with meal charges please contact Food Service Director and a payment schedule will be arranged as needed. All charges will be required to be paid in full prior to the end of each school year. Charging will not be permitted during the last two weeks of school.

Returned Checks

When checks are returned for insufficient funds you 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 Kings Local School District may request in writing or by email to the Food Service Director for reimbursement on the remaining funds on their child's account. All returning students to the District all remaining balances will transfer automatically into the new school year.



Common Lunchroom Questions

What is the procedure for 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 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.

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 one 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.

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.

How will my child be notified when his/her lunch accounts gets low?

Lunch Balances for students can be checked on-line @ www.payforit.net. Accounts for that student will need to be created on the Pay For It website before access is permitted. There are NO fees subjected for viewing of reports, balances however an account needs to be set up on the website in order for you to access the features on the website.

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 programs. 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 accounts prior to the student becoming eligible for the program are required to be paid in full.

What if my child's account shows a meal was purchased when I packed his lunch?

There may be times when children have packed lunch and also choose to come through the lunch line to purchase a lunch. All meals that are served from the cafeteria will be charged to their lunch accounts. Please call for questions.

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 graduates 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.

Suggestions for Packing Healthy Lunches

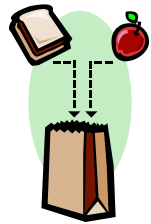
If students chose to pack their lunch it is very important that the student and parents work together to pack healthy lunches.

The Food & Nutrition Services Dept. discourages parents from bringing in non-nutritious “fast-food” from outside establishments. Such items being brought in to the school during mealtime is prohibited unless prior approval is obtained by the School Principal.

Students should avoid packing non-nutritious foods in their lunches (i.e., pop, candy) but rather include more healthy options.

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

- Low fat meat or cheese sandwiches
- Lowfat cheese with whole wheat crackers or bagel
- Fresh vegetables with dip
- Pretzels, crackers, bagels,
- Low-fat muffins
- Chef Salad (lean lunchmeat, cheese and assorted veggies like tomato, cucumber, broccoli)
- Granola bars
- Dried fruit
- Pudding or fruited yogurt cup
- Cottage cheese and fresh fruit



Suggestions for Healthy Snacks

Healthy snacks are important because they supply nutrients for growth, provide energy, enable children to think clearer and help develop good eating habits early in life. Snacks offer an opportunity to incorporate a variety of new foods. Keep portions small, snacks are not meant to take the place of a meal. Involve your child in the planning and preparation of snacks. Use this as an opportunity to prepare healthy snacks while discussing why that particular snack is good for them.

Healthy snack suggestions:

Protein Options

- Low fat cheeses
- Deli Turkey and Cheese
- Cottage Cheese
- Peanut butter & celery sticks



Breads and Grain Options

- Bagels (mini)
- Microwave lite popcorn
- Dry cereal
- Cereal/Nutrigrain Bars/Muffins
- Whole grain breads/crackers
- Tortillas & salsa
- Pretzels



Healthy snack suggestions:

Fruit and Vegetable Options

Fresh Fruit (banana, oranges, apples)
Fresh Veggies with Dip
100% fruit juice
Strawberries with whipped topping



Dairy Options

Low fat yogurt
 pudding cup



Miscellaneous Options

Almonds / Nuts
Sunflower seeds

Suggestion for Creative Fundraising

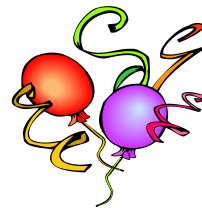
Selling products that parents and students enjoy can be very profitable. Below is a list of suggestions for alternate fundraisers other than choosing low nutrient dense foods (i.e., candy)

Items to Sell

Activity Theme Bags
Air fresheners
Balloon bouquets
Bottled Water with school logo
Brick/stone memorials
Calendars (wall, pocket)
Candles
Cookbooks
Christmas ornaments
Coupon books
First aid kits
Flags, bumper stickers
Flowers, bulbs, poinsettias
Football/Sport seat pads
Gift-wrap, boxes and bags
Greeting cards
Holiday wreaths, landscape mulch
License plates or holders w/school logo
Magazine subscriptions
Mugs
Pet treats/toys
T-shirts or sweatshirts
School spirit gear (clothing, sport gear, car decals)
Stationery
Refillable sport bottles with school logo
Basket Raffle (gift baskets)

Things to Do

Books, calendars
Car Wash
Bike a Thon
Bowling Night
Carnivals (Halloween, Easter)
Breakfast Buffet
Bowl a Thon
Dance (50's)
Jump Rope a Thon
Treasure Hunt



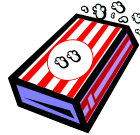
Classroom Party Catering Services

We play a major role in helping students become fit, healthy and ready to learn. One way to accomplish this is to provide healthy foods to support lessons learned in the classroom. Parties that offer healthy options reinforce the message that making good food choices means a healthier body and sharper mind. We strive to promote healthy eating habits. The Food and Nutrition Department offers to parents and students the convenient option of providing catering to classrooms for special events.

To place an order, complete the catering request form. You can access this on main Kings Local website, select Food Service and click on “Healthy Classroom Party” brochure or you can call Jennifer S. Arlinghaus, Food Service Director at (513) 398-8050, ext 10027.

Snack Offerings

Angel food Cake topped with fruit
Bagels (mini)
Fresh fruit and Cheese
Tortilla wraps filled with meat or veggies (cut as pinwheels)
Cookies (made to order)
Granola/Cereal Bars
Chex / Trail mix
Fruit Smoothies/Fruit Parfait
Fresh Fruit Platters
Rice Krispy bars
Popcorn, Pretzels
Punch (made with 100% fruit juice)
Fresh Apple Wedges with Peanut Butter for dipping
Raw Veggie Tray with Dip
Baked Chips with Salsa or low-fat ranch dip
Whole Grain Pizza of Choice



Parties that offer healthy options reinforce the message that making good food choices means a healthier body and sharper mind. Snack options that are available include:

Food Service Department

*We are
here to serve our
students, staff and families*



*Please call Jennifer S. Arlinghaus, R.D., L.D.
Food Service Director*

with any questions or concerns

(513) 398-8050, ext. 10027

