

Thank you so much for your prompt enrollment and/or funding of your student lunch accounts and also for your patience with all of the required back to school correspondence. This year, most of our welcome back packet has been emailed to you so you can save copies of the files to your computer for reference later in the year and also to save on paper waste. We recommend that you create a CAFETERIA file in your email account so that you can save the monthly menus and informational mailings we send periodically. As we settle in, we would like to give you some refreshers and tips. Also, on the other side of this letter is a **“Restriction and Allergy Alert”** form. Instructions are below if you need to use this option.

- Fill out your lunch cards and return them on time. We will be applying fees for cards that are more than 5 days late. Late orders require a lot of extra staff time! Below is an example of how a card should be filled out. Please use this format, as it speeds processing.
- Please load money to your students' accounts and DO NOT send cash with them daily. Cash handling slows the lines down and gives your student less time to eat. Those with cash are asked to go to the end of the line so that we can process the students using their accounts faster. Remember that the account is available for lunch AND extras and anything you can purchase in the café – including birthday certificates.
- If your child has a negative balance for more than a day and they have a pre-order, they will be charged the non pre-order price (\$3.50). If the account is negative for multiple days, the student will receive the WELO Lunch.
- ***MySchoolAccount.com has a “Low Balance Alert” feature. Less than half of our families utilize this option!***
- Reminder, if you send a check into school, your account will be charged the same \$2.00 processing fee as the online transaction. If you have more than 1 student, the fee will be deducted from the oldest child's account.
- Please do not email the office asking for your child's account balance. We have contract MSA just for this purpose. The system is completely free to view. You DO NOT have to use it to load money if you choose not to do so. However, we DO require that you use it to view history and balances.
- We move more than 400 students through the lunch/milk/extras line in a 2 hour period with a 10 minute rotation window AND we serve fresh. We do not cook everything at 10.00 am and hold. Everything is prepared by grade. This is why we have so many procedures and rules. Without them, our system breaks down. Please help us to provide your children a positive lunch experience by following the guidelines.

☺ *Thanks so much for your cooperation!* ☺

Account Restrictions: On the back side of this letter is a form to request restrictions to your child's account and to note allergies. These are broad restrictions such as “no extras allowed” or “no (insert food item) allowed” or “no extras without a note from home”. We ask that you please do not send “My child can only have an extra on the 2nd Wednesday of the month” or “only one per month/week” type requests. We see too many children in a short period of time to keep tabs on those requests. Those types of restrictions are the things we would like you to talk to your child about daily, so that they know how to purchase responsibly and according to your wishes.

Allergies: If your child has an allergy, please indicate type and action needed. If your child has a peanut allergy, also indicate if they are to sit at the “Peanut Free” table or if they are permitted to sit in the general lunchroom. As always, please contact me if you should have any questions or concerns. We have had some great suggestions from parents that we have implemented and we are forever grateful that we have caring, involved parents that are helping to make lunch time run smoother!

Best Regards,

Mrs. Danyelle Anderson

Nutrition Services Supervisor

St. Angela Merici School

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Schoolhouse Café Allergy Alert & Account Restrictions

Student Name: _____

Parent Name & Email: _____

Allergies: _____

Students with Peanut Allergy Only (check one, please):

Must sit at Peanut Free Table _____

May sit at general lunch room table _____

Account Restrictions: _____

****** Note: This information is for staff members only and is completely confidential. It will be entered on the POS system for our cashier to view and filed for 1 year in the Nutrition Services Office.

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