

## SOUTH WINDSOR PUBLIC SCHOOLS FOOD SERVICE BACK TO SCHOOL NEWSLETTER

Dear Parents:

Chartwells looks forward to continuing serving up Happy and Healthy. We welcome students back with healthy school meals that fuel students for success in and out of the classroom. This Back to School Newsletter is filled with helpful information that provides answers to most questions regarding our programs.

Thank you for your patronage,  
Erica Dehay  
Director of Dining Services  
[edehay@swindsor.k12.ct.us](mailto:edehay@swindsor.k12.ct.us)



### FREE BREAKFAST MEALS!!! 2023-2024

The State of Connecticut has allocated State Transition Assistance for Breakfast and Lunch Expenses (STABLE) grant funding to SWPS allowing all SWPS students to receive free breakfast meals regardless of family income for the 2023-2024 school year.

Students are better prepared for a successful day when they begin the school day with a nutritious breakfast at home or at school. SWPS offers a nutritious school breakfast for your children every morning at all schools. These meals provide your child with one-fourth of their nutritional needs each day.

Click to access our [menus](#).

Please note that this grant funding will cover one breakfast meal per student, per day. Additional meals are available for an additional cost.

### LET US DO THE COOKING .... Join us for a GREAT TASTING breakfast and lunch items!!

- Breakfast is available 20 minutes prior to the start of school and offers a variety of delicious and nutritious foods.
- Lunch choices change daily and increase throughout the grades. K-5 students choose between 2 pleasing options, TE students choose between 4 categories with multiple offerings and HS students choose between 6 stations with numerous mouthwatering choices. Please check out our menu information on page 3.
- Students utilize their student ID # to track & pay for their café purchases (it's the same number used to log into their Chromebook).
- K-3 students will be given ID cards with their ID # in bar code for ease at the register – these will be held in their classroom.
- Meal Components - Each meal comes with the entrée, milk, fruit and/or vegetable. If a fruit or vegetable is not taken with the breakfast or lunch entrée we are required to charge the a la carte prices instead of the lower meal price.
- Snacks are offered at each school. They comply with all USDA and CT Healthy Food guidelines.
- Monitoring student purchases - Parents/Guardians may limit their child's purchases by filling out the Student Account Management Form located on the district website under Food Services, Forms and Newsletters and send to the food service department. This allows our team to set up your child's account according to your preferences. You may choose meals only, meals with milk only, or keep the account open allowing for meals and snacks to be purchased. We suggest that you discuss the options available with your child as well as any limits you have placed on their purchasing. We ask you to consider allowing the account to be open for both meal and a la carte items as students adjust to our meal plan and guidelines.

## POINT OF SALE AND STUDENT ACCOUNTS

All students use their student ID# to access their meal account to purchase snacks and a la carte items. Their Student ID is the number that identifies them in the district and is the same number used to access their Chromebook. This allows:

- Quicker service in the line
- Students with allergies and food restrictions to be identified
- Parents to put controls on their child's purchases

Students are expected to pay for meals and snack items at the time of service. This means that funds in the students account should be available to them daily. Snack purchases will not be made if the student owes money for unpaid meals.

Our Point of Sale program works directly with EZSCHOOLPAY to provide detailed information about your children's account so you can view it FREE anytime! We strongly recommend that all parents sign into EZSCHOOLPAY to access your child's account information.

From EZSCHOOLPAY you can:

- View balances & receive low balance email reminders
- Check your child's spending habits
- View online account statement & make payments
- Set up automatic payments based on account balance

### BREAKFAST AND LUNCH MEAL PRICES

	BREAKFAST	LUNCH
ELEMENTARY	FREE	\$3.00
MIDDLE SCHOOL	FREE	\$3.25/\$3.75
HIGH SCHOOL	FREE	\$3.50/\$4.00

You can log onto [www.EZSchoolPay.com](http://www.EZSchoolPay.com) to monitor each child's account.

## PAYMENT PROCEDURES & ACCOUNT DEPOSITS

There are 3 ways to place money onto your child's account:

**Cash:** Accepted at any register at each school. Please send in the amount to be placed on account, change back is strongly discouraged and is not always available for large bills.

**Checks:**

- Written for a minimum of \$25
- Made out to SWSFS (South Windsor School Food Service)
- Written in blue or black ink
- Include your child's first and last name for reference.

Checks not meeting requirements will be returned.

**Online payment:** Credit card payments are accepted through the EZSchoolPay.com website. Please note there is a transaction fee charged which is explained on the website.



## MEALS WITHOUT FUNDS

The Food Service teams in each school work to ensure that every child has a meal available every day.

In the instance your child is provided a meal without funds you will be notified and expected to send payment the next day. It is also suggested that additional monies be added to your child's account for future purchases.

Snack sales will not be offered to students that have a negative balance. Repeat or unpaid balances will be referred to school administration for further assistance or inquiry into the unpaid balance.



## APPLYING FOR FREE & REDUCED-PRICE MEALS

Prior year application approvals carry over into the new school year, allowing for a smooth transition into the new school year, however these are only valid for the first 30 days. Thus, it is **IMPORTANT** that families in need of financial assistance **complete and submit the confidential Free and Reduced-Price School Meal Application at the start of the school year to ensure that there are no gaps in meal benefits for students who qualify for free or reduced-price meals.** Additionally, the application also allows you the ability to request other free or discounted fees such as; technology insurance, sports participation, college testing, field trips, and more.

The application will be available online in the Food Service portion of the district website. Additionally, a hard copy application will be sent home with each student the first week of school. The application includes detailed instructions on how to complete and submit to the Food Service Department. Please do not submit the application electronically as it requires an original signature on file. Parents or guardians can submit this application in person to the Determining Official, Lisa Clayton, located at the High School or mailed to her attention to 161 Nevers Road, South Windsor CT 06074, in a sealed envelope for confidentiality. While we strongly encourage applications to be submitted at the start of the school year, please know that applications can be submitted at any point in the school year due to changes in your household income.

If your household receives **Special Nutrition Assistance Program (SNAP) benefits or Temporary Family Assistance (TFA)** you are automatically eligible to receive Free or Reduced meals without filling out the Free and Reduced-Price School Meal Application, as the district is notified directly by the Department of Social Services (DSS) of your qualifications. The district's Determining Official will mail you a letter outlining your qualification status as well as include *Addendum A: Sharing Information with Other Programs*, of the Free and Reduced-Price School Meal Application. If you have not received this letter from the district prior to the start of school please contact Lisa Clayton in the food service department. Although SNAP and TFA families automatically qualify for free and discounted rates of district fees such as technology insurance, sports participation, college testing and fieldtrips, to receive these benefits you must fill out and return the **Addendum A: Sharing Information with Other Programs**, to the district's Determining Official. If you require the Free and Reduced-Price School Meal Application in an alternate language, please contact the Food Service Specialist.

Those eligible for reduced lunch meals will receive FREE meals during the 2023-2024 school year.

## MENUS



School menus are available online. South Windsor Public Schools, in partnership with Chartwells K12, uses Nutrislice to publish the school menus which are in an interactive website and a free smartphone app! Now you can access your menus anywhere, anytime! Check out allergen information and gather nutrition information on all of the items on the menu. Click to access our [menus](#)



## JOIN OUR TEAM

Staff and substitutes play a vital role in keeping our breakfast and lunch program running smoothly. We offer opportunities to work in the Food Service department and welcome all to apply. Check out available per diem and part time positions at <http://compassgroupcareers.com/>



## CONTACT INFORMATION

**Director of Dining Services – Erica Dehay – 860-474-1440**

[edehay@swindsor.k12.ct.us](mailto:edehay@swindsor.k12.ct.us)

- For questions regarding the Food Service Program, menu offerings or to report concerns.

**Food Service Specialist – Lisa Clayton – 860-474-1499**

[llclayton@swindsor.k12.ct.us](mailto:llclayton@swindsor.k12.ct.us)

- For questions regarding Free and Reduced-Price Meal Applications, account purchases, balances, payments, transfers or refund requests.