

DeKalb School District's Food Service Program is reimbursed through state and federal funding. Following are procedures and policies that adhere to state, federal, and district regulations:

**ELEMENTARY SCHOOLS:** Elementary students will have an I.D. card with their name on it that will be held in their classroom. **Teachers should keep I.D. cards in a secure area to prevent students from using the wrong card.** The cost of an elementary lunch for grades 1-5 and Wright Elementary kindergarten will be \$2.05 per day, or \$10.25 per week. Students who do not have sufficient funds available to cover the cost of a hot lunch will be provided a peanut butter sandwich and milk a maximum of three (3) times during the school year. The first serving day for lunch will be Tuesday, August 30<sup>th</sup>.

**FREE AND REDUCED LUNCH AND KINDERGARTEN MILK APPLICATIONS:** Applications are available at each of the schools and at the Administration Center, where they are processed. If a family was approved for free or reduced lunches or free milk last school year, they remain eligible for the first 30 days of the school year. After that time, a new application must be processed. Eligibility for the free lunch or milk program enables a family to receive a waiver for registration fees. Reduced price lunches are 40¢ per day per student at every school. There are no reduced registration fees for this category.

**BREAKFAST PROGRAM:** In accordance with state regulations, schools with 40% or more students eligible for the free/reduced lunch program must be offered breakfast items. Chesebro, Littlejohn, Jefferson, and Tyler will be served breakfast this school year. The first serving day for breakfast will be **Tuesday, September 6<sup>th</sup>**. Breakfast orders must be placed a day in advance. Cost is \$1.50 for full price students, \$2.00 for adults, 30¢ for reduced price students, and free to students eligible for the free program. Students who do not have funds available to cover the cost of breakfast will be served a peanut butter sandwich and milk a MAXIMUM of three (3) times during the school year.

**KINDERGARTEN MILK:** Kindergarten milk is offered to a.m. and p.m. kindergarten students. The cost for an 8-oz. carton of milk will be 40¢ per day or \$2.00 per week. Students who do not wish to participate in the milk program may bring a drink from home. There must be funds available in the account to cover the cost of kinder milk. Parents/guardians may pay weekly, monthly, or for the entire school year (\$70.00 yr.).

**FOOD SERVICE PAYMENTS:** Food Service payments are made at the Administration Center, 901 S. 4<sup>th</sup> Street. This year we began accepting Visa or Master Card. These payments can be made on-line or by phone. Payments may be dropped in the lock box in the front of the building at 901 S. 4<sup>th</sup> St. at any time. Check/money order should be made payable to DeKalb Schools FS (Food Service). Payments that are dropped after 8:30 a.m. will be posted the next school day unless brought to the Food Service Office. Accounts can be monitored on-line by contacting the student's school office to obtain a password to the district web site.

**FIELD TRIPS:** Due to state regulations regarding food temperatures and serving procedures, we are unable to provide sack lunches for field trips.

**CATERING:** Catering orders will not be filled during the first half of the school year.

If you have questions regarding serving procedures, menu items or nutrition information, contact Penny at x2038. If you have questions regarding student eligibility, free/reduced lunch applications, or state regulations contact Merrie at x2162.

**NOTE:** In accordance with Federal law and U.S. Dept. of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. It is not the policy of the Food Service Department to extend credit for food items. Sufficient funds must be available when purchasing food items.