

Parent Handbook  
For the Lunch Program

MILFORD EXEMPTED VILLAGE  
SCHOOLS

&

MADEIRA CITY SCHOOLS

*The Milford & Madeira Department of Food & Nutrition Services Partnering with  
Parents to Encourage a Healthy School Nutritional Environment, Promote Good  
Food Choices, and Support Healthy Activity among our growing school age  
children.*

## Food & Nutrition Services Administrative Staff

Milford Exempted Village & Madeira City Schools Department of Food & Nutrition Services  
6084 Branch Hill Guinea Pike, Milford Ohio 45150  
513/831-5030

Director of Food & Nutrition, Gerry Harris, 831-5030 ext. 13  
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Food & Nutrition Secretary, TBA

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

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

### Elementary Buildings

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

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

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

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

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

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

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

### Madeira City Schools Buildings

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

Middle School & St. Andrew Kitchen Manager, Kaye Sirk 831-9171

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

## Food & Nutrition Services Mission Statement

It is the mission of Food & Nutrition Services to make a significant contribution to the overall physical and mental well-being of each student to enable them 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.

## Nutritional Guidelines

The Milford Exempted Village and the Madeira City School districts 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.

The Food & Nutrition Department strives to promote the participation in the consumption of healthy school meals offered every school day. We strive to offer lunches and snacks that are appealing, acceptable, appetizing and healthy for young children.

In order to increase the acceptance and consumption of nutritious foods, we have the opportunity to use the government program "Offer versus Serve" option at all of our lunchrooms. This provision is intended to reduce food waste by allowing children to choose three of the five meal components offered each day. Several different choices of entrée items are offered each day, including the menu item, a variety of hot or cold sandwiches, chef salads, yogurt with fruit and cheese stick and a variety of pre-packed, grab and go "lunchable" meals. Milford Schools self-serve pasta, vegetable, fruit and salad bars enable students to choose from a large variety of fresh fruits and vegetables along with salad and pasta dish every day. These bars will also be available in the Madeira Elementary and Middle Schools in the new buildings. To promote milk consumption, we offer a variety of 1% and fat-free milk in chocolate, white and strawberry flavor. A variety of healthy snacks, bottled water and juices, approved by the Director of Food & Nutrition, are available for sale ala Carte.

## Food for Sale Standards

The types of food sold in the schools will contribute to the daily nutritional needs of the children, providing healthy food choices and well-balanced meals to children, following the Dietary guidelines provided by the Department of Agriculture.

Food sold for special or extracurricular events cannot be sold during school lunch times in competition with the school meal program.

The National School Lunch Program prohibits the sale of carbonated beverages, popsicles, chewing gum and candies on school campus during school meal serving time.

The Food & Nutrition Services Department welcomes input from the school community including parents, teachers, food service staff and school personnel through annual meetings with student council groups, focal groups and parent/staff advisory committees.

Competitive foods, which are defined as any foods not part of a reimbursable school meal, such as ice cream, crackers, chips and other snacks with minimum nutritional value may be sold in the food service cafeteria during meal service if all income from the sale of such foods accrues to the benefit of the non profit food service program.

The schools will provide students with enough time to consume their lunch with a minimum of twenty (20) minutes in a safe and friendly environment.

## How to Pay for Lunches

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

The Milford & Madeira School Districts 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.
- √ Detailed information and meal account reports will soon be available to families through the Pay-on-Line System.
- √ 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 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 currently two ways of depositing lunch money on a student's account. You may send a check or cash with the student to be deposited on their lunch account. Checks should be made payable to Milford Schools Food & Nutrition Services. To ensure your child's **STUDENT MEAL ACCOUNT** is properly credited, the following information needs to be included on your check:

- Student Name And Student ID Number
- Student's Grade
- Homeroom Teacher
- Amount

### **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?**

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 Food and Nutrition office at 831-5027 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?**

We can 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.

**What if I have a question regarding my child's account or account balance?**

You may call the Food and Nutrition office at 831-5027, or contact your child's school cafeteria, and we will gladly answer any questions you have concerning your child's account. If further research is needed to answer your question, we will be sure to contact you in a timely manner.

**When May I activate my student's meal account?**

We can accept pre-payment on a student's account on the first day of school, and or at your child's school orientation or open house. Please contact the Food and Nutrition Office at 831-5027 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 online at [www.milfordschools.org](http://www.milfordschools.org) or [www.madeiracityschools.org](http://www.madeiracityschools.org). Click on the month menus and the building your child attends. Or call the School Office or Food Service Office at 831-5027 ext.10 for assistance.

*We are sure you will find the POS system a real convenience!*

## 2005-06 Lunch Prices

Our lunch program must be self-supporting through the payment 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 lunch includes five components: an entree with one-two servings of bread, a serving of fruit and a serving of vegetables (or two different fruits or two different vegetables) and an 8 oz. container of milk. For a meal students must take at least three of the five components. It is a greater value if students take all five components. An extra entrée may be purchased as well as a variety of ala carte items.

The lunch price is \$2.25 per meal at the Madeira Elementary building.

Lunch prices for the Madeira Middle School, are \$2.25 for the regular school meal and \$2.75 for the Deluxe meal.

There are several price tiers at the Madeira Sr. High ranging from \$2.50 for the regular meal and \$3.00 for the deluxe meal. French Fries added to a meal are .50 extra. Wraps and International Salads are \$3.50.

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

8. Return check Fee: A \$20.00 charge will be assessed for a returned check. Additional checks will not be accepted until all fees are paid. For the second offense, no checks will be accepted for the remainder of the school year.

## Ala Carte Items

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 have less than 6 grams of fat, a minimum of 10% of a nutrient with less than 35% sugar. 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 Food & Nutrition Service Office at 831-5027.

## Lunch Charges

Charges are not permitted for any student. However, Kindergarten through 8<sup>th</sup> grade students will be provided a meal in the event they forget or lose their lunch money and there is no money left on the lunch account. Parents are notified in writing when charges accrue. Please pay all charges promptly. Absolutely no ala Carte charges are permitted.

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

## The 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 2005-06 school year within 30 days from the start of the school year for the child to continue on the program.

Applications are sent home the first day of school. If you did not receive one, call your child's school and request that one to be sent home to you.

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.

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

## Cafeteria Manners

Each cafeteria has adult lunchroom monitors responsible for supervising and helping the children at lunchtime. These adults are hired, trained and supervised by the school principals, not the Food & Nutrition Service Department, to monitor the Lunchrooms and encourage good eating habits and good manners during meal and play time.

Students are encouraged to 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.

## Food & Nutrition Services Nutrition Goals

Members of the District and the Director of Food & Nutrition Services are working together to improve the nutritional integrity of the Milford & Madeira City Schools' student meal programs.

Together we will make changes in the lunch program that will set nutrition standards for all foods and beverages sold as meals and for food sold as ala Carte items.

- Improve the nutritional quality and selection of “kid appeal” school meals, offering a selection of two or more other entrées besides the menu entree and multiple offerings of hot vegetables and chilled fruits along with pasta and salad daily.
- Promote and serve whole wheat bread products whenever possible.
- Reduce children’s intake of saturated fat by making 1% or fat-free milk the standard milk available in school cafeterias.
- Recommend school administrators give children enough time to eat meals in a pleasant atmosphere.
- Oppose soft drinks, sports drinks, punches and caffeine drinks being available to school age children.
- Encourage parents and kids to pack healthy lunches.
- Reduce junk-food marketing on the school campuses.
- Implement a policy for offering healthy foods and beverages at school functions, school parties and events.
- Offer only fruit-based drinks that contain at least 50 percent fruit juice and do not contain added sweeteners.
- Ensure that all snacks or side dishes sold or served in the Elementary and Middle School cafeterias meet the following standards: Have 30% or less of its total calories from fat, have 10% or less of its total calories from saturated plus trans fats. Have 35% or less of its weight from sugars, excluding sugars occurring naturally in fruits, vegetables and dairy products, must contain at least 10% of a major nutrient.

Snacks be limited to one and one-fourth ounce for crackers, popcorn, cereal, chips, trail mix, nuts, seeds and dried fruit, three ounces for muffins and bagels, twelve ounces for all drinks, excluding water.

- At the Elementary and Middle School processed potatoes will be offered no more than once a week and will be oven baked.
- Review and/or revise all recipes to reduce fat, sodium and calories.

## Suggestions for Packing Healthy Lunches

Parents are encouraged to pack healthy lunches from home or encourage their children to purchase healthy school meals. The Food & Nutrition Services Dept. is promoting the sale of school meals rather than ala Carte sale of food to promote a balanced diet.

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 50% 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 provide nutrients for growth, provide energy and enable children to think clearer and help develop good eating habits early in life.

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.

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

- Thin pretzel sticks
- Mini bagel
- Crackers
- Microwave lite popcorn
- Dry cereal
- Cereal 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
- Pudding cup
- Cottage cheese
- Peanut butter & celery sticks
- Almonds
- 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
- Tortillas & 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.

## 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, landscape mulch
- Flowers, bulbs, poinsettias
- Cookbooks
- Balloon bouquets
- House decorations
- T-shirts or sweatshirts
- Books, calendars
- Air fresheners
- Customized stickers
- Plants
- Pet treats/toys
- Christmas ornaments
- School spirit gear
- First aid kits
- Crafts
- Emergency kits for cars
- Temporary tattoos
- Stuffed animals
- Pocket calendars
- Raffle donations
- Coffee cups
- 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.

### Healthy Food Items That Can Be Sold

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

### Items that Promote the School

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

## Healthy Classroom Party Suggestions

- 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
- Breakfast bars
- Cereal bars
- Oatmeal raisin  
cookies
- Animal crackers
- Granola bars
- Dried fruit
- Chex mix
- Rice Krispie bars
- Fruit leathers
- Popcorn
- Pretzels
- Whole-wheat  
tortilla w/ cream  
cheese & honey cut  
as pinwheels.

Non-food items: pencils, erasers, small notebooks, calendars, stickers, and small novelty toys.

## Food Allergies - Important Notice

Parents of students with allergies: The school nurses notify the cafeteria of any students with food allergies. A highlighted notice is put on your child's account in the dietary notes with the list of food restrictions.

Students who are lactose intolerant must have a written notice from a health care professional in order to receive bottled water or orange drink in place of milk. USDA guidelines prohibit serving substitute drinks 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.

## Parent Communication/Food Service Alert Form

With the Café Terminal system we are able to assist in meeting the special needs and requests of our students or specified wishes of our parents. This system allows us to put message alerts to notify cashiers of special or specific circumstances involving individual students. Some possible alerts could be: Allergies, medical conditions (such as diabetes), lactose intolerance, daily spending limits, charging restrictions.

Please use the form below to indicate your child's special needs or specific instruction. Send this form to the school with the request that it be forwarded to the Food & Nutrition Services Department Office or mail it to: Food & Nutrition Services, 6084 Branch Hill Guinea Pike, Milford, Ohio 45150

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## Student Alert Request Form

Student Name: \_\_\_\_\_ ID Number \_\_\_\_\_

School: \_\_\_\_\_ Grade Level \_\_\_\_\_

Restrictions or comments for student account: \_\_\_\_\_

\_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_

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## Suggestions & Comments

The Food & Nutrition Services Department of Milford & Madeira Schools appreciates the opportunity to serve your child a school lunch. We are dedicated to providing students with the finest quality, service, and value. Your suggestions and comments will assist us in maintaining this standard. For suggestions/comments please contact the Director, Gerry Harris at 831-5030 ext. 13.