



## BURRELL SCHOOL DISTRICT

1021 PUCKETY CHURCH ROAD, LOWER BURRELL, PA 15068

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Dear Parent/Guardian:

On behalf of the entire food service department I would like to extend a warm welcome and encourage you to take advantage of our delicious offerings. Each school kitchen has a highly trained staff focused on quality, customer service, and food safety. If you have not purchased a meal from us lately, we welcome the opportunity to impress you with our chef inspired recipes for new items as well as updates on the classics. For those of you who are loyal patrons, we thank you for your continued support.

While we follow the stringent nutritional guidelines of the National School Lunch and Breakfast Programs, there is no sacrifice made for quality or flavor. Our staff employs techniques of seasoning food for maximum flavor without adding additional sodium or fat content. We utilize baking techniques that ensure a crispy crunch without having to fry anything. So although you may see popular items like pizza and chicken nuggets, be assured they contain healthy whole grains and are lower in fat and salt than options found in restaurants and grocery stores.

Please familiarize yourself with the following Burrell Food Service Program information for the 2018-19 school year:

### **MEAL PRICES**

We are pleased to inform you that there has been no increase in price of our breakfast and lunch this year.

**Free Students: entitled to both one Free Breakfast and one Free Lunch**

**Reduced Students:** \$.30 Breakfast \$.40 Lunch

**Paid Students:** Breakfast: \$1.35 all schools

Lunch: Elementary \$2.35 Middle School \$2.60 High School \$2.70

### **Free-Reduced Price Meal Applications:**

If you received a Direct Certification letter, you do not need to fill out an application. All children in your household are automatically qualified for free meals. If your status was Free or Reduced in the previous school year, you have until October 3, 2018 to re-apply, otherwise your child's status will become full price. Also, any purchases made prior to being approved for Free or Reduced price meal status are your responsibility and must be paid at full price, so it is important that you **submit an application as soon as possible!**

### **Skyward Family Access System**

The District uses **Skyward** as the system for you to access your child's school Food Service information including purchases, payments, and account balances. Once logged into **Skyward**, click the "Food Service" tab on the left side.

More detailed information is available on the reverse side of this letter and on the Burrell School District website under Food Service. For questions, call 724-334-1412 or email [andrew.klipple@burrell.k12.pa.us](mailto:andrew.klipple@burrell.k12.pa.us). We look forward to working with you to keep your child properly nourished so they can focus, learn, and grow!

Sincerely,

Andrew Klipple  
Food Service Director

## FOOD SERVICE – CAFETERIA INFORMATION 2018-2019

The mission and goal of the Burrell School District Food Service Department is to encourage healthy eating for students by providing affordable and appealing meals of high nutrition and quality in an atmosphere of cleanliness, cheerfulness and personal caring. Please review the following information regarding Food Service.

- BSD Food Service serves breakfast, lunch, and a la carte items including milk in each building cafeteria. Breakfast is not served when school is on 2-hour delay. A la carte items are items that are sold separately and not designated as part of the school lunch or breakfast meal.
- A computerized Point of Service (POS) Debit System is in place. Every student is assigned a unique 5-digit PIN number. This system allows for no status identification. Students enter their own PIN number when they reach the cashier. At that time, money is deducted from the account for cafeteria purchases. Money on account may be used for breakfast, lunch and a la carte items. A la carte items including milk can only be purchased when there is money in the student's account or cash on hand to cover the full cost.
- Students may pay cash daily, but it is recommended that an account balance be kept. Any amount of money can be sent in for your child's debit account, either cash or check. Checks should be made out to BSD Cafeteria and include child's name/PIN number in the memo. Payment can be sent in with your child, dropped off at the office, or mailed. Deposits sent with students in grades K-5 will be deposited on student account in full and no change will be given to these students. Payment can also be made online by credit card or electronic check by using the electronic payment system through Skyward. This gives parents the ability to make payments, view current account balances, set up reminders for low balance notifications, and view your child's purchases and activity. More information about the electronic payment system and accessing your child's account information is posted on the district website under Food Service.
- The district participates in the National School Lunch Program which allows for free and/or reduced price meals to qualifying students. Applications for free and reduced status must be done **annually**. Only one application per family is required. You can apply on line at: [www.compass.state.pa.us](http://www.compass.state.pa.us). Applications are also sent home with each child at the beginning of the school year. If you receive a "Direct Certification" letter, no application is required because it automatically qualifies all students within the household for free meals. Students who are eligible for free or reduced price meals may also keep money in their debit account to purchase a la carte items. All purchases, including meals, made prior to being approved for free or reduced status must be paid according to full price.
- *The POS system is a debit system - not a charge account.* Parents/guardians are responsible for maintaining funds in the account to use the debit system. If your child does not have cash on hand or money in their account, the **SCHOOL MEAL ACCOUNT PROCEDURES** below are in place to provide a school meal to students and to collect payment. *Note: All school meals provided will be charged at full price to the student's account. Parents/guardians are responsible for full payment of all charges incurred as a result.*
- At the end of each school year, any funds remaining in your child's account will carry over to the following year. Parents of graduating seniors should pay any outstanding balance prior to graduation. Funds remaining in a senior account will be transferred to a sibling or a refund may be processed upon request.
- *Please visit the district website Food Service Department page for more information.*

### **SCHOOL MEAL ACCOUNT PROCEDURES**

#### SCHOOL MEAL CHARGES AND ACCOUNTS

The District permits students to incur reasonable charges for school meals. In an effort to ensure the effective operation of the District's food service program, the District establishes the following procedures to provide a school meal to students and to collect payment for school meals provided.

- Students may incur charges for reimbursable school breakfast and lunch meals only.
- Students who owe funds will be limited to one reimbursable breakfast and one reimbursable lunch per day.
- Ala Carte items including milk shall not be provided to students without sufficient account balance and/or cash on hand.
- Current student account balances are available at all times through Skyward and/or by calling Food Service Director.
- Parents/Guardians are responsible for payment of student purchases.
- Students who cannot pay for a school meal or owe money for school meals may not be publicly identified or stigmatized.

#### COLLECTION OF UNPAID MEAL CHARGES

- The District shall make reasonable efforts to collect outstanding balances from parents/guardians.
- When payment is owed for at least 5 meals, the District will communicate with parents/guardians regarding the National School Lunch Program (NSLP) application for participation.
- The District shall use the following methods to communicate with parents/guardians regarding outstanding balances and to collect money owed: Skyward notifications, automated phone calls, personal phone calls, emails, notices to parent/guardian, letters mailed to parent/guardian, and/or submission for collection when other methods have been unsuccessful.