



ACTION REQUIRED!

The Madrone Trail Breakfast & Lunch Program Commences Feb 27, 2023

Dear Madrone Trail Families,

After months of intensive work to acquire federal and state funding to operate an independent school lunch program, we are excited to announce that our kitchen will begin offering our own scratch-made meals to Madrone Trail students and faculty starting February 27, 2023! We have a lot of information to share — **starting with some very important changes and ACTIONS that parents and guardians need to complete. Please read through this information thoroughly! Your response is required to participate in the NEW LUNCH & BREAKFAST PROGRAM.**

1) Will meals be free to all students? NO! Families must qualify based on annual gross income and household size to receive free meals.

2) How do I find out if my child qualifies for free breakfast and lunch? By completing and returning the enclosed eligibility application. Please do not assume your family will not qualify! Double check the attached application and income information. The State of Oregon provides a subsidy program that greatly increases the income eligibility threshold. PLEASE COMPLETE AND RETURN THE APPLICATION BY MAIL OR TURN IN TO THE MAIN OFFICE. Pro Tip: Visit the Madrone Trail website, click the main menu item “For Parents” and look for the link “School Meal Program” on the left side of the screen to complete these forms online.

3) How much will meals cost if my family doesn’t qualify? Breakfast is \$3 and lunch is \$5.

4) What is included in a meal? A WHOLE LOT OF HIGH-QUALITY NUTRITION!

A school lunch will include the featured entrée or cold sandwich, a %1 or non-fat milk, fresh fruits like grapes, apples and oranges and fresh veggies found on our salad bar. We are required to hand each student a milk, but they have the option of placing it in a “no thank you” bin. Veggies and fruits are self-serve and students are not required to take them, with the exception of grades K-2, in which case meals will be packaged and delivered to

classrooms and the fruits and vegetables will be included. Breakfast meals entail protein, a grain, fruit and milk.

5) Will the District continue to provide snacks or lunches? NO! District snacks and lunches will **NO LONGER be available as of Monday, February 27, 2023.** The last day they will provide snacks and lunches will be Friday, February 24, 2023.

6) Will breakfast be available in the morning? YES! Breakfast will be available 8-9 am! Hot breakfast will be available starting at 8:00 am and up until 30 minutes after the start of school—until 9:00 am. The State requires “breakfast after the bell” to be served for 30 minutes after the start of school to ensure students arriving late can still receive a healthy breakfast. If your student arrives late, but before 9:00 and needs breakfast, they can come to the cafeteria (in the gym) and pick up breakfast *on their way to class*.

7) Will any FREE SNACKS be available! NO! Our program will not provide free snacks for snack time. We will have snack items available to purchase **during breakfast service** that students may save for snack time. These items will not qualify for free or reduced pricing. **If you would like your child to have a snack during snack & recess time, you will need to send them to school with a snack or add money to their EZ School Lunch account to purchase snack items (read more about the EZ School Lunch app below).**

8) How do I pay for and order meals? We are using a service called EZ School Lunch to manage student meal accounts. This program will allow you to load your account, view your updated account balance, and pre-order meals. If you already have an account set up from last year, you are good to go. Your student’s record has been updated to reflect their current grade level. If you had funds left on your account, they have rolled over and are available to use. If you are new to Madrone Trail, or did not create an account last spring, you will need to do so. *Please see the enclosed detailed instructions on setting up and using EZ School.*

9) Am I required to pre-order meals for my student(s)? YES and NO.

The daily featured entrées, holiday specials and breakfast sandwiches listed on the enclosed menu REQUIRE A PRE-ORDER BY FRIDAY 9 AM FOR THE SUBSEQUENT SCHOOL WEEK. Once you create your EZ account, you will see the calendar with menu options for the rest of the school year. Feel free to order now as far ahead as you’d like! You can also change your selections before the order deadline each week. Other items such as oatmeal for breakfast and cold sack lunches are available to purchase (or free if you qualify) without pre-ordering. **YOU MUST HAVE A POSITIVE ACCOUNT BALANCE FOR YOUR STUDENT TO RECEIVE THE MEAL.** ***If you pre-order a meal for your student(s) and they are absent, your account will not be debited for that pre-ordered meal.*

10) Can my student use EZ School account funds however they choose? NO! Please complete and return the attached ***Student Account Authorization & Allergies Form*** to allow us to debit your EZ School account. We will use this information to ensure that your child does not purchase more meals or snacks than you allow.

11) My child has allergies or a dietary restriction. How will you ensure they are protected? Please indicate any allergies or dietary restrictions on the ***Student Account Authorization & Allergies Form***. We will enter this information in your student's account which kitchen staff will see at the point of service when your child requests a meal. Ingredients and nutritional information will also be available on our school website (coming soon) – keep an eye out in the Friday Update for this information. ***As a rule, we do not use peanuts in our kitchen whatsoever. We do utilize wheat and dairy products and while we have strict protocols in place to rule out cross contamination, if your child has a serious allergy, please let us know so we can make sure to take extra precautions.*

12) Can my student add \$ to their account or pay for meals in the cafeteria? NO. Sherrie will be accepting cash, check and debit/credit payments during regular office hours. There is a processing fee when making a payment online using EZ School but no fee when using a card in the office. **PAYMENTS WILL NOT BE ACCEPTED IN ANY FORM IN THE CAFETERIA FOR ANY ITEMS. A minimum transaction of \$10 is required for payments made in the office!**

Action Items Checklist

- Thoroughly read this letter
- Complete and return the ***Oregon Confidential Household Application for Free and Reduced Price Meals***
- Complete and return the ***Student Account Authorization & Allergies Form***
- Set-up your **EZ School Lunch Account**
- Pre-order your **Student's Entrée Selections**, *if desired*