

Greetings to all parents!

My name is Shannon Loschiavo, the General Manager of Sodexo School Services, the food service provider for Stafford Township School District. I would like to take this opportunity to share with you some information about the district's food service program.

Regarding lunch: PLC, Ocean Acres, McKinley and Intermediate have the same *lunch menu*. Please be aware that Oxycocus has a different lunch menu from the other schools in the district. All menus are available on the district's website.

Since breakfast is the most important meal of the day, we have a breakfast program available district wide. PLC, Ocean Acres and Oxycocus have the same breakfast menu due to the fact that we deliver directly to the classrooms. Please contact your child's teacher at PLC, Ocean Acres or Oxycocus to arrange for breakfast delivery for your student. Intermediate and McKinley share a breakfast menu and students pick up breakfast in the cafeteria and bring it back to their classroom. **The breakfast program is available to ALL students in the district. If your child receives free or reduced lunch, they are eligible for free or reduced breakfast.**

Because of the age of the students at the PLC and Oxycocus, the policy we *strongly recommend* is that you pre-pay for your child's breakfast and/or lunch on a weekly or monthly basis to cut down on the possibility of the younger children misplacing their lunch money. Please see the attached information regarding setting up a Payforit.net account for your student.

Student Meal Charge Procedure

- If a child must charge, a charge letter will be emailed to parents the following lunch that day. If an email address is not provided, a letter will be sent home through the mail once a student reaches \$3.00 in charges. Once a child reached \$10 in charges, you will be contacted by the family school liaison or the school principal. If the charges reach \$21, the student will not be allowed to buy breakfast or lunch.
- **Once a student has reached the limits listed above, the student will NOT be served a meal until payment of outstanding charges are received.**

Returned Check Procedure

- Upon receipt of notice from the bank, Sodexo will send a letter home to the parents or guardians of the child. There will be a one week grace period to send in the money to cover the returned check. This letter will have a portion that **must be returned with the funds**.
- If that grace period passes and we have not received the money to cover the returned check, Sodexo will not accept checks for the child's account. Only cash or money orders will be accepted until the funds are paid off. The Sodexo staff will be notified at the involved school, via a note posted on the child's account.
- In addition, Sodexo will contact the Stafford Township School Business Administrator who will follow up with the parents via letter requesting funds to cover the returned check. The School Business Administrator may also consult with the Stafford Township School Board Attorney to determine if further action is necessary or appropriate.

I am available to answer any questions that you may have via e-mail or by phone. My e-mail address is sloschiavo@staffordschools.org, and I will get back to you as soon as possible.

Thank you,
Shannon Loschiavo
General Manager