



August 29, 2018

Dear Parents/Guardians:

We welcome you and your students back to a new and exciting 2018-2019 school year and we hope that you had an amazing summer! We would like to have this school year begin with a great start and we believe with your help, this can surely be accomplished.

First, I would like to explain how our lunch operation works here at Butler District 53. Quest provides 3 fresh and nutritious lunch options per day for your student to choose from. A calendar is posted on the website of each school displaying these options under the lunch tab for both Brook Forest and Butler Jr. High. Each lunch is priced at \$5.00 and it comes with the listed entrée option, 2 sides being a fruit, yogurt, vegetable, oat bar, cookie, or chip selection, and 1 drink: water, 100% juice, or milk.

At the beginning of the year, a lunch ticket is made for each child. It includes their name, grade, pin and a barcode for scanning purposes which corresponds to their lunch account. At the K5 level, tickets are given to the classroom teachers (Brook Forest). Students order lunch with their classroom teacher and orders are submitted to the front office on an order form to Mrs. Mini and are picked up each morning by Chef Ana, by 9:15 a.m. teachers give students their card and color coded ticket to represent the lunch choice of A, B, or C based on their selection made in class. They take these to the lunchroom, hand in their tickets and go to the table with that option for pick up. Students select their option and cannot change it once it has been submitted to the Chef, as this may cause shortages during the lunch hour and inconvenience other students. This may lead to us not having enough of one item and too many of another, which is not fair to students who selected what they would have liked to have as well. This may also create waste at the end of the day this is a form of preventive measure.

At Butler, a calendar is also posted on the site. Choices are listed on the calendar as well as treat items located in the left margin that will be available each day of the week. When students arrive each day, there is a board that displays each option A, B or C and student cards are organized in alphabetical order by grade. There is a file box for 6th, 7th, and 8th grade. Students go to their grade box, get their card and place it in the box marked A, B or C which corresponds to the option of their choice, which is written on the board. Students have until 10 a.m. to submit their lunch choice. They have an opportunity before school and between each class and Mrs. Ferrell makes constant announcements to remind them to order throughout the morning. If a student forgets to order and the lunch service has begun, the only option will be a cheese sandwich, as lunches are produced based on the amount ordered to prevent wasting product. Each student has been provided with a lanyard for treat purchases on the first

day of school. It is your child's responsibility to have the lanyard in order to make treat purchases. For the sides or extra items, they must write their name and pin on a clip board at the station with the sides.

It is imperative that if your child will be participating in the lunch program that at least \$25 per week in advance is added and available on their account to cover the cost for the week. You may add more than this amount to include snacks, drinks or extra items such as milk, juice, and water that your child may wish to purchase. If your child does not participate and brings a bag lunch from home, they are also welcome to purchase the side items as well. You may also pay for multiple weeks, months or for the entire year if you choose to do so. There is an option to sign up online at www.MYSCHOOLBUCKS.com as well. This system is tied to our POS and allows you to add funds from home to your child's account online and connect a credit card for replenishment once an account reaches a low threshold in which you are allowed to determine. You can also send cash or checks made payable to Quest. These payments may be submitted to Mrs. Mini, at Brook Forest or Mrs. Ferrell at Butler in the front office of each school.

If student accounts are in a negative status, we will be diligent at sending a note home as your child may need to bring in funds to replenish their account. The account will only be allowed to go -\$5.00 negative status as we allowed a larger amount last year and unfortunately started the new school year with negative balances, therefore, to bring accounts current we only allow this small amount at this time. If your child's account is in a negative status or has a low balance we ask that you please replenish and or reconcile these accounts. Students will have to bring a bag lunch if no funds are available on their accounts or parents will need to bring money to the school for lunch if funds are not available on the account.

We hold food committee meetings twice per year at each school location so that we are able to accept suggestions, try new foods and get feedback on the items we currently serve as well as implement new items that students prefer. We feel that it is of great importance to hear their voices and yours so please feel free to come in and be a part of these meetings as well and share your thoughts with us. We love to serve your students and we do all in our power to provide healthy, nutritious and enjoyable meals for them, it is our pleasure!

We appreciate your cooperation and look forward to a wonderful school year. If you ever have any questions or concerns please feel free to email me at shenderson@butler53.com.

Thank you,

Shaunt'e Henderson
Quest Food Management Services