

The School District of Sturgeon Bay

1230 MICHIGAN STREET, STURGEON BAY, WI 54235-1431
Website: www.sturbay.k12.wi.us

PHONE 920-746-2800
FAX 920-746-3888

2016-2017 Food Service Information

Dear Parent/Guardian,

The SBSBD food service department would like to welcome district families and students to the 2016-2017 school year. This letter contains important information for all families who wish to enroll in the food service program.

Enrollment – A Family Authorization Form must be completed or updated by all families each year. This year, Family Authorization forms will be handed out at the Food Service table. Applying by August 26 will ensure we have complete information for each child to start the school year.

Full day 4K students will receive breakfast and lunch. Meal prices are listed below.

Half day 4K students will receive a carton of milk each day at no charge, and are not eligible for breakfast or lunch.

A deposit must be made, and negative balances paid in order for your family lunch account to be activated. Special arrangements can be made with the Food Service Director.

Family Authorization Form – Distributed at the Food Service table during registration.

- *Checking ala Carte for elementary means* – Students can purchase an extra milk for \$.35 at lunch.
- *Checking ala Carte for middle school means* – Students can purchase extra items, i.e. water, healthy snacks, juice, fruit and second meals. Clipper Lunch and Food Bar are not ala Carte purchases.
- *Checking seconds means* – When purchasing a lunch, high/middle school students can buy second entrees or second full lunches, extra bread and milk.
- *Checking ala carte for high school means* – Students can purchase extra items, i.e. water, healthy snacks, juice and fruit, sold in the Clipper Line at lunch and snack break. Prices range from \$.35 to \$2.00 per item. Clipper Lunch and Food Bar are not ala Carte purchases.
- Parents may choose to restrict their children's ala Carte purchases by checking No ala Carte. You may restrict each child individually.
- The School District reserves the right to discontinue ala Carte services for negative lunch balance accounts.

2016-17 Meal Prices		
School	Meal Options	Price
Sunset/Sawyer/Sunrise	Breakfast	\$1.75
Sunset/Sawyer/Sunrise	Main Line	\$2.60
Sunset/Sawyer/Sunrise	Salad	\$2.85
Middle/High School	Breakfast	\$1.75
Middle/High School	Main Line or Food Bar	\$2.85
Middle/High School	Clipper Lunch	\$2.85
Middle/High School	Second Entrée	\$1.60
Middle/High School	Second Full Lunch	\$2.85
Middle/High School	Clipper Salad	\$2.85
All Schools	Milk without Meal	\$.35
Adult	Breakfast	\$2.25
Adult	Main Line or Food Bar	\$3.50
Adult	Clipper Lunch	\$3.50
Adult	Clipper Salad	\$3.50

2016-2017 Food Service Information Continued

Payments – Money must be pre-deposited into your family account either online, by mail or in person.

- Mail payments to: Sturgeon Bay School District, Food Service – 1230 Michigan Street – Sturgeon Bay, WI 54235
- Checks made payable to: Sturgeon Bay Lunch Program. Please include your student's name or Family ID in the memo line.
- Online payment method, e-Funds for Schools, can be found on the district webpage, www.sturbay.k12.wi.us, under the Food Service link.
- Registration Days are Thursday, August 4 and Tuesday, August 9, 12:00 – 7:00 p.m.
- Credit and debit card payments may be made at all school offices.

Free and Reduced Applications – Families are encouraged to complete the Free and Reduced Application at the beginning of the school year or any time there are changes to your income. Return the completed form by August 26 to your child's school office.

- All free and reduced information is confidential. An application is included in this mailing and available on the district website, www.sturbay.k12.wi.us, on the Food Service link.
- Please have your Case Number if applicable. Applications cannot be processed without your case number.
- Fees incurred **prior to qualifying** for free and reduced status are the responsibility of the family.
- Students receiving free and reduced meal benefits may purchase ala Carte items, however these items will be charged to your account at full price. **This includes purchases of a carton of milk with a cold lunch at \$.35 each.** Full payment is the responsibility of the parent/guardian.

Account Balance Notification - All families will be notified by an automated phone and/or email message weekly when their account balance is low or negative.

- Ala Carte and extra milk privileges will be discontinued if the account has a negative balance. If the account falls below -\$50.00 with no effort to contact the Food Service Director or make a payment, the account could be closed. The family will then be responsible for providing meals.

Checking Your Lunch Account Balance – Previously created usernames and passwords are still valid.

- Links for Family Accounts and Lunch Account Payment can be found at www.sturbay.k12.wi.us, under the Food Service link on the district webpage.

Meal ID Cards – All meal ID numbers are the same as last year.

- Sunset 4K and Kindergartners ID cards will be kept by their teacher in their classroom.
- First grade students will receive their lunch ID numbers in a separate mailing with a prototype of a key pad to practice the ID number entry process.
- Second thru fifth grade students will receive their ID numbers from their classroom teacher.
- Middle/High School students ID numbers will be printed on their class schedules.

Welcome again to 2016-2017 school year and thank you in advance for enrolling your child in the meal program prior to August 26. If you have any questions or concerns regarding the meal account system our contact information is provided below.

Sincerely,

Dan Tjernagel
Superintendent
920.746.2801
dtjernagel@sturbay.k12.wi.us

Jennifer Spude
Food Service Director
920.746.3877
jspude@sturbay.k12.wi.us

Mary Nickel
Free and Reduced Coordinator
920.746.3876
mnickel@sturbay.k12.wi.us

This institution is an equal opportunity provider.