INSERT LOGO

INSERT DATE

Dear Families of insert name of school or building,

We want to share our plan for Meals in the Classroom (MIC) at insert name of school or building. Our goal for MIC in insert district is to ensure that insert goal statement.

* This is the place to share the mission of your program, something like:
	+ **All students receive daily school meals in a safe and comfortable environment so that they are ready to succeed in academic and social activities.**

In order to achieve our goal we have made the following plans in conjunction with our district administration and local health authorities, effective insert date.

**Menus:** The menus for MIC, as well as other meal services, will be available on insert URL for location of menus.

**Preordering for Meals:** Families and staff may preorder meals using the system available at insert URL for accessing meal preordering system.

 Delete if you do not have a system in place.

**Location and Schedule of Meals:** School meals in insert name of school or building will be served describe the location of school meals within the building. The following meals will be served at these approximate times: insert meals and range of times.

* Describe where meals will be served and eaten:
	+ **Meals will be served and eaten in the classroom**
	+ **Meals will be served in the cafeteria, eaten in the classroom**
	+ **Describe other locations**
* List times of meal service for:
	+ **Breakfast**
	+ **Lunch**
	+ **Snack**
	+ **Supper**

**Cost of Meals**: For SY 2020-2021, the price of meals in insert school name is as follows: Insert CEP designation for school or cost of specific meals.

**Payment for Meals:** Payment for school meals will only be accepted by: insert list of ways that payment for meals will be accepted.

**Time to Eat**: In order for students to be well-nourished and ready to learn, they must have enough time to enjoy MIC. The **minimum amount** of time for MIC once students receive their meal is: Breakfast insert number of minutes; Lunch insert number of minutes; Snack insert number of minutes; Supper insert number of minutes.

**Outside Food:** Food from outside the school nutrition program is subject to the following rules: insert rule(s) applying to food brought from home and food delivered from outside vendors.

* Be specific about the policies affecting meals brought from home.

**Mealtime Guests:** Based on current guidance from local health authorities, insert policy on mealtime guests.

* Be specific about whether family members will be allowed to eat with students in the cafeteria, classroom or other location.

Thank you for supporting insert official name of school nutrition department– we are dedicated to serving your children the safest, tastiest and most nutritious meals possible. This school year is a new situation for all of us. Changes to our meal service may happen with little warning, but we will do our best to keep families informed about changes in a timely manner.

**Have questions or need more information?** Contact your cafeteria manager insert name, number and email or insert department name at insert number and email of school nutrition office and name, if desired.