

Approved 1/21/10

*Revised 5/23/13, 4/28/14, 6/23/16
6/26/17*

COLOGNE ACADEMY

MANUAL OF SCHOOL POLICIES APPROVED BY THE BOARD

POLICY 340: COLOGNE ACADEMY FOOD SERVICE

If your child has special dietary concerns the school is required to provide substitutions if:

- student has a disability AND
- the disability restricts the diet AND
- student provides documentation of the requirements above in a signed medical statement from a licensed physician. Statement must also identify the foods to be omitted and the substitutions to be made.

The School will recognize special dietary concerns and may make substitutions at the School Food Authorities discretion if:

- student does not have a disability, BUT has a special dietary condition, AND
- student provides documentation of the special dietary condition in a signed medical statement from a recognized medical authority. Statement must also identify the foods to be omitted and the substitutions to be made.

If your child is lactose intolerant the School Food Authorities must have a written request from a doctor in order for the school to provide lactose reduced milk or milk fortified with lactose or milk with lactobacillus acidophilus. This does not include juice as an alternate.

MEAL CHARGE

I. PURPOSE

The purpose of this policy is to establish consistent meal account procedures for Cologne Academy.

II. GENERAL STATE OF POLICY

- A. Cologne Academy recognizes the parent/guardian's responsibility to provide lunch for their children. Proper nutritional intake is essential for adequate learning to occur.

- B. It is the policy of Cologne Academy to offer lunch. Our food service vendor strives to produce quality meals at a reasonable cost.
- C. Students select and purchase meals from a lunch calendar provided before the month commences.
- D. Households may apply for free/reduced meals anytime during the school year. Applications are mailed to all households in the school district prior to the school year and are included in enrollment packets. In addition, applications are available at the school office.

MEAL PAYMENT PROCEDURES

Cologne Academy has partnered with orderlunches.com to provide a secure, fast, and easy-to-use online ordering system that allows parents to view our lunch menu, order, and manage student lunches/milk orders on the web.

Important note before you begin - If you are eligible for free or reduced meals OR if you are a Staff member; please contact Cathy at ckerber@cologneacademy.org AFTER you have registered AND BEFORE adding items to your cart & placing your order

Go to www.boonli.com -(please bookmark this page)

Click on "Register"

School Password is: cologne227

Check out items in shopping cart

Send check to school with child/or pay online

- Please be sure to complete the check-out process when placing an order. Do not close your browser prior to receiving the confirmation display or your order may be interrupted and not fully processed. Items left in your shopping cart will not be processed and your order will not be placed.
- You will be able to log in at any time to check your order; you will only be able to make changes during the open lunch period.

Print your order

To order hot lunch/breakfast w/milk:

Select the meal option (**lunch & milk**) for the day(s) you choose to order lunch.

Student hot lunch \$ 3.30

Student breakfast \$ 2.05

Veggie/Special Diet Lunch \$ 4.35

Student Bagged Lunch (off campus lunch) 3.50

(A substitute for milk is available only for students who are lactose intolerant or have a milk allergy. Appropriate paperwork must be completed. Please contact school office to get form).

To order milk only:

To order “milk only,” for days when your child brings a cold lunch from home, select the milk only option for the day (s) you choose to order milk. Remember, your child may purchase milk on a daily basis for \$0.60/day.

To finish form:

- Look over your items in the shopping cart
- Purchase the items you have placed in the shopping cart
- Enter your check number
- Send the check to school or mail.

Payment

Lunches will be ordered one month at a time.

One check per order may be written. Your check may include more than one student as well. No cash please. Pay via credit card @ <http://www.boonli.com>

Write check for amount due to “Cologne Academy.”

Note in the memo section: Lunch payment

Either mail in order form(s) or send to school with one child.

Payments must be received before you will be allowed to order for the following month.

Free & Reduced Lunch Program

If your family qualifies for the Free or Reduced Lunch Program please complete the order form as per the above instructions, and turn it in by the due date. For confidentiality, please do **not** indicate free or reduced on lunch order form. **You must order the lunches you wish to receive.**

Forgotten Lunches

If your child forgets his or her lunch he or she will be allowed to call home to request that a lunch be brought in. If a back-up lunch is provided, the cost is \$5.00 per lunch. Please use this only for emergencies. Emergency lunch fee will be added to you Boonli cart.

Credits

Lunches are ordered from our Caterer in advance for the following month. Cologne Academy does not refund for missed lunches, including snow days, as the school must buy that lunch whether a child is absent or not. However, you may call the school that morning if you wish to allow a sibling to take the lunch.

SCHOOL LUNCH PROGRAM

Lunch is served from 11:00 AM to 12:20 PM.

REIMBURSABLE MEALS

I. PURPOSE

To assure that students, parents and staff are informed of the Serve versus Offer provision and that it is implemented correctly.

II. GENERAL STATEMENT OF POLICY

- A. It is the responsibility of the building principal, teachers, office staff and food service staff to assure that students are encouraged to make healthy food choices and that established procedures are followed.
- B. Cologne Academy Public Schools extends Serve versus Offer to all grade levels.
- C. The building Principal and Food Service Supervisor assure that annual training about Serve versus offer is provided to students, parents and staff.
- D. The Food Service Supervisor is responsible for assuring that responsible staff is trained to identify reimbursable meals and the appropriate action to take if a student does not select a reimbursable meal.

III. SERVING REIMBURSABLE MEALS

- A. The food service staff/teachers/assistant encourages students to make healthy food choices.
- B. The cafeteria lunch line monitor identifies the student, determines if the student has selected a reimbursable meal and verifies the student's name on checklist.
- C. If the student has not selected a reimbursable meal, the cafeteria lunch line monitor asks the student to return to the serving line and select additional food items.

It is the policy of Cologne Academy that all programs, activities, courses of study, and employment opportunities are offered without regard to race, color, sex, religion, national origin, sexual orientation, gender identity, or disability.