



MEMORANDUM

DATE: July 2017
TO: Parents of Nicolet High School District
FROM: Vicky Hanson, RD MS-Food Service Director
RE: Meal Program for the 2017-2018 School Year

The Food and Nutritional Services at Nicolet has been providing healthy and home cooked meals since 1999. My goal as a Food Nutritional Director is to provide the students and staff with a wide variety of foods for them to choose healthy and satisfying breakfast, lunch and snack options. All products meet the USDA guidelines of “no trans fats,” which is very important to the wellness of our students and staff.

The Nicolet High School cafeteria is open for students from 6:45 a.m. until 7:15 a.m. and during lunch hours every school day. Every morning, our breakfast nook, at the west end of the cafeteria, will be open serving delicious bagels, daily breakfast sandwiches, breakfast pizzas, fresh fruits, yogurts, hot steaming beverages, and a large variety of can and bottled beverages. On Fridays, the chef prepares homemade egg, cheese, potato, and bacon burritos served with delicious salsa. During lunch, the cafeteria offers four areas of service with different food choices. Students are encouraged to try each area for a variety of culinary experiences. A value meal for \$4.50 is offered daily at all serving/cash areas. **Food service sales will not be available in between and/or during classes.**

Nicolet High School is currently part of the Special Free Milk Program that the government offers to schools throughout the states. The application for the Special Milk Program can be accessed on line through Nicolet High School Web Site. This program encourages students to drink more milk. The cost of a half pint carton of milk will only cost \$.10 this school year. The variety of milks will be chocolate, 1%, and skim. Occasionally, strawberry milk is available.

PAYMENT

The Food Service Department accepts payments for students’ meals by paying with either cash or using their student ID card, which also serves as a debit card. Parents put money on their student’s account in the form of cash or check during the school year, and/or by credit card (through the Skyward Family Access *online payment* website). Please make checks payable to **Nicolet High School Food Service** and indicate your student’s first and last name on the check, as well as their student ID number. Checks or cash can be given to any of the cashiers in the cafeteria or submitted in the High School Office. Amounts will be posted the same day. We encourage keeping a \$5.00 minimum balance or a zero balance. **If your student’s lunch account falls below \$5.00, or is at a negative balance, an automatic call and e-mail is sent to your home every Tuesday and Thursday. To avoid automated calls, keep lunch account balances above \$5.00 or at zero.**

ID PROCEDURES FOR THE BREAKFAST AND LUNCH PROGRAMS:

Students will be able to use their bar-coded student photo ID or ID number used on the pin pads to purchase food in the cafeteria. The following policies have been established for the use of the student meal accounts:

1. Students **MUST** have a school ID or ID number to access their accounts to purchase food. All cash stations have a pin pad for students to input their number into the system. Each student must have a positive balance on their account to buy items. Sometimes if a student does not have money on the account we will let them occasionally go negative on their accounts. This is not encouraged!
Students/Parents are responsible for maintaining a lunch account above \$5.00 or at zero balance.
- 2 **Students will not be able to use other student's ID cards or ID numbers.**
3. Students should report any lost or stolen ID card immediately to the High School Office.
4. For students who need to purchase a new ID card, the cost is \$5.00. The student must go to the High School Office to purchase a new ID.
5. At the end of the school year, graduating seniors with no siblings left at Nicolet and non-returning students will receive refunds. All other students will have balances carried over to the following school year. Sometimes positive balances on food accounts are put toward student fees if need be.

CAFETERIA AND LUNCH-HOUR PROCEDURES:

- Students are not permitted to leave the school grounds without permission
- Students are not allowed any glass bottles within the school.
- Students are responsible for making sure their table and floor area are clean after eating.
- Students are expected to deposit all trash in the proper receptacles.
- Students should not throw away plastic food trays.