



Windsor School Food Service

Date: 8/27/18
To: Parents/Guardians:
From: Dana Plant, Director of Food Services
RE: School Breakfast/Lunch Program Updates

Dear Parents/Guardians of Children:

Welcome Back!

Windsor School Food Service participates in both the National School Lunch Program (NSLP) and the School Breakfast Program (SBP) and continues to follow the Healthy Hunger Free Kids Act including fresh fruits and vegetables, whole grains, legumes, and reduced sodium menu items. Please encourage your students to try these items.

Please fill out only ONE free and reduced meal application per family within the Windsor Public Schools, CREC Academy of Aerospace and Engineering, or St. Gabriel's School. If your child was receiving free or reduced meals last school year and you feel you may qualify again for this school year, please be sure to fill out a new application. New applications must be submitted yearly.

FREE AND REDUCED PRICED MEAL APPLICATIONS CAN NOW BE COMPLETED ONLINE!

Please visit www.mymealtime.com to create a profile and complete an online application. Paper applications are available to print online at www.windsorct.org and one is included in this packet. Paper applications can be sent to your child's school or to Windsor School Food Service, 601 Matianuck Avenue, Windsor, CT 06095; Room 4. If you have any questions or need help please contact Windsor School Food Service at (860) 687-2000 x1253.

If an application has not been processed prior to the start of the school year for new incoming students or a new application prior to October 11, 2018 for carryover students, you will be responsible for paying for the meals that your child consumes prior to your application being processed.

With your MealTime account you will also be able to deposit funds into your child's account and view their purchases. Shared family accounts are also available. With this feature, families can share funds between all of their students attending any school in our district. To set-up a family account please contact Windsor School Food Service at LP Wilson at (860) 687-2000 x1253.

Bounced checks will incur a \$20 returned check fee. Two or more bounced checks will result in the inability to pay by check.

Charging policies vary by school and can be found in your student's handbook.

Have a great school year!

MealTime

Online Payment for School Meals

Welcome! Your child's school in partnership with MealTime provides the opportunity for you to make online deposits into your student's cafeteria account via credit or debit card. You can also view your student's purchase history, account balance and request low balance alerts via e-mail.

To use MealTime online:

Step 1: Visit www.mymealtime.com

Step 2: Click on "Create New Profile". You will be asked to enter a username and password to access your student's account. The username and password must be at least six characters.

Step 3: Sign in. After you have created an account, you will be prompted to login.

Step 4: Click "Meal Account Deposits". Next click "add your student". You will need your student's ID number as well as their school name. You will be prompted to select your state "CT", and "Windsor Public Schools".

Step 5: Make a deposit. There is a transaction fee of 4.9% for making online deposits via credit or debit card. There is also a minimum deposit of \$25.00. (Fee for \$25.00 deposit will be \$1.22)

Viewing your student's account balance and purchase history is always free.

**If you have any problems and need assistance, please call
Windsor School Food Service at 860-687-2000 X1253.**