

# HERRICKS PUBLIC SCHOOLS

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**Food Service**  
Shakia Hall  
Food Service Director  
shall@herricks.org

Dear Parents, Students and Staff members,

The Herricks School Lunch Department understands the importance of the health and safety of our students, their families, our staff members. We are actively following all Government guidelines. In addition we have/are adopting the following procedures:

- Increased our already rigorous sanitation procedures.
- Provided all our cafés and staff with proper sanitizers.
- Planned daily and weekly meetings with our staff.
- Expanded our return training meetings to include full Covid-19 training
- Provided the proper PPE for our staff members
- Will be providing the daily checks for our team members as they arrive at work for their daily duties.
- Provided “Stand Here” signs at our Middle and High School Cafés

This is a challenging time for all of us and we remain optimistic that healthier times are on the horizon. Together with the entire school staff, we are committed to providing the safest school environment.

During the shutdown, the School Lunch Department acted on some initiatives that were planned after meeting with several parent associations and staff members. At the forefront is a new interactive menu for all grade levels. These menus provide nutritional information, allergen information, and photos. We continue to update the information daily as we work to secure the product supply chain for the upcoming school year. You can view our new menu by going to <http://www.herricksschoollunch.org/>

## Meal Service Information, IN-SCHOOL:

ELEMENTARY-All elementary students will be eating in their classrooms using social distancing protocols. Parents are always encouraged to send lunch to school with their children. Those students who wish to have a prepared school lunch will have those meals delivered to the classroom. The lunch delivered will be a U.S. Government approved lunch that meets all the nutritional requirements of the National School Lunch Program. You will be encouraged to order those meals a week in advance. All students have lunch accounts and it is the parent’s responsibility to have funds in their accounts to make purchases. NO ALA CARTE sales will be available at the Elementary level.



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MIDDLE AND HIGH SCHOOL-All middle and high school students will be eating in the cafeteria with social distancing being practiced or additional alternate locations within their building on the days they attend school. They will line up as they normally would but maintain social distance policies while on the line. Choices will be limited for the first two weeks and then we will slowly expand the program accordingly. All Middle school students will be issued an identification card. The ID card will have a bar code for the students to scan for payment at the sale registers; the same applies for all high school students. All students have lunch accounts and it is the parent's responsibility to have funds in their accounts to make purchases. NO ALA CARTE sales will be allowed for students with a negative balance. All Free and Reduced students will need money in their accounts as well for any A LA CARTE Purchases as those items are NOT included in the Free Lunch Program.

## Meal Service Information, FULL REMOTE, ALTERNATE A/B, PRE K-12:

Governor Cuomo's regulations require us to have access to eligible and compliant meals to all students using the full remote program or in school on alternate days. Students will have access to meals at the rear kitchen entrance (loading dock) at Herricks High School from 10:30AM-11:30AM Monday through Friday. Parents are encouraged to pre-order to ensure a smooth pick up transaction.

## Online Ordering System

To aid in placing lunch orders, the School Lunch Department has also purchased an online lunch ordering system for all our students. This system will allow for the processing of orders. It will allow parents to order their student lunches a week in advance and we strongly encourage you to do so. We are using this system for the elementary classroom Lunch Delivery Program, and it will also allow middle and high school lunch personnel to prepare the food item requests by day. Secondary students are NOT required to pre-order lunch as they are coming directly to the cafeterias but we strongly encourage them to do so. Pre-orders need to be placed by 10 PM the evening before to allow time for preparation. **A separate email will be sent to families with a link to create an on-line ordering account.**



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Below are important updates for all students regardless of their status (i.e. Full Payment, Reduced Payment, and Free Lunch)

1-Cashless transactions will be encouraged. We suggest to parents to create a My School Bucks Account for ease of loading funds on to your child's school lunch account for purchases. Free and Reduced Families should have a My School Bucks account so that they can fund a la carte purchases as well. It is the best and easiest way to keep your child's account current and in good standing. Usually there is a nominal processing fee of \$2.49, per transaction. This year we have worked with Heartland Payment Solutions to **waive the fee through October 31<sup>st</sup>, 2020**, details are below. You may also mail a check or money order payable to **Herricks School Lunch Department**, and send it to Herricks High School, 100 Shelter Rock Road, New Hyde Park, NY 11040, Attn. School Lunch. If you choose you may also send it in a sealed envelope labeled Herricks School Lunch with your child's name, grade, teacher, and class and submit it to your elementary school teacher, or at one of our attendants at the High/Middle School.

2-All student balances from last year have carried over to this year. Please take advantage of the waived \$2.49 fee to load your account, especially if your account happens to be negative. **Any student with a negative lunch balance will not be able to purchase any additional a la carte snacks.**

3-Elementary lunch costs \$3.00 for grades pre-K through 5. Secondary lunch costs \$3.50 for grades 6 through 12.

4-If your child has qualified for free or reduced meal prices, this information will be noted in our system, and the meal will be processed just as it is for all other students, without any special indication to the students. Only complete lunches that meet the government requirements are free/reduced.

5-If you receive pre-authorized Government assistance; you may have already qualified for a free/reduced Lunch, and if so, already received a letter from us informing you of that. There is nothing more for you to do.

6-If your financial circumstances have changed from last year and you would like to fill out a Free & Reduced Meal Application for this school year, please do so as soon as possible. The applications are available directly on our website in both English and Spanish at <http://www.herricksschoollunch.org/>. Please read the instructions to see if your family will meet the Federal guidelines for processing and approval. If your child wishes to



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purchase any additional snack or a la carte items, a funded account is needed as those purchases are NOT included in the Free & Reduced Lunch Program. Families who applied last year via paper application are required to re-apply annually. If you do not re-apply and get re-approved, you will be responsible for all purchases made after October 16<sup>th</sup>.

7-Credit card payments are not accepted at this time except for the “My School Bucks” program. **MySchoolBucks®!** is a secure online payment service that provides a quick and easy way to add money to your student’s meal account using a credit/debit card or electronic check. This service allows you to deposit money directly into your child’s school meal account and view balance/purchase information for the past ninety days. You can also view recent purchases, check balances, and set-up low balance alerts for **FREE!**

**MySchoolBucks provides:**

- **Convenience** - Available 24/7 on the web or through our **mobile app** for your smart phone.
- **Efficiency** - Make payments for all your students, even if they attend different schools within the district. Eliminate the need for your students to take money to school.
- **Control** - Set low balance alerts, view account activity, recurring/automatic payments & more!
- **Flexibility** - Make payments using credit/debit cards and electronic checks.
- **Security** - MySchoolBucks adheres to the highest security standards, including PCI and CISP.

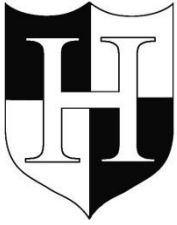
**Enrollment is easy!**

Go to [www.MySchoolBucks.com](http://www.MySchoolBucks.com) and register for a free account.

If you have any questions, contact MySchoolBucks directly:

- [parentsupport@myschoolbucks.com](mailto:parentsupport@myschoolbucks.com)
- 1-855-832-5226
- Visit MySchoolBucks.com and click on Help/FAQ's

Regards,  
Shakia Hall  
Food Service Director



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Herricks UFSD Public Schools  
516-305-8752

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