

Darien Food and Nutrition Department
35 Leroy Ave, Darien, CT 06820

May 15, 2017

Dear Parent or Guardian:

As we are fast approaching the end of the school year, we would greatly appreciate your cooperation in bringing all lunch accounts up to date.

CLOSING PROCEDURE FOR SCHOOL-YEAR 2016-2017

As of Thursday, **June 01, 2017**, please make sure your child has enough funds to **purchase lunch** for the remainder of the school year in their respective accounts or send cash to purchase lunch. We will NOT DEBIT THE ACCOUNT TO A NEGATIVE BALANCE FROM **6/01/2017 – 6/16/2017**. **Parents can add money to accounts and all reserves are carried over to the next school year.**

The following is the policy for the Darien School Lunch Program regarding non-payment of lunches:

Our system is able to debit 2 lunches (\$7.10) when a child's account has not received a deposit. We are not able to debit the account beyond \$7.10. Parent notifications are made by phone and mailings, before the child's account reaches a negative (\$7.10).

Once the debt limit is reached and no deposit has been made, a substitute lunch will be provided. The substitute lunch is a nutritionally rounded meal consisting of a cheese sandwich, veggie sticks, fruit and milk. This is the only lunch provided, and the child's account will **NOT** be charged. A student never goes without something to eat.

To avoid these complications during your child's lunch period, please respond promptly. If you have any questions about account usage and balance, contact your individual school Food Service manager; they have the ability to do an immediate print out of your child's account activity.

SCHOOL	MANAGER	PHONE & EXT
HINDLEY	Maureen Szanto	(203) 655-1323 X 4210
HOLMES	Olivia David	(203) 353-4371 X 4410
OX RIDGE	Judy Lasko	(203) 655-2579 X 4610
ROYLE	Marylyn Stepkoski	(203) 655-0044 X 4810
TOKENEKE	Rose Colacicco	(203) 655-9666 X 4110

We need this time period to be able to close our books for the school year. Any monies left in your child's account will be transferred to school year 2017-2018 or refunded to you upon **written** request. We will refund money starting in September 2017 or sooner if we receive a written request before June 9th 2017.

The Darien School Lunch Program greatly appreciates your cooperation in this matter.