



Illinois State University
Laboratory Schools
Thomas Metcalf School
Campus Box 7000
Normal, IL 61790-7000
Phone: (309) 438-7621
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Metcalf@IllinoisState.edu

Dear Parents and Students,

Welcome to Metcalf! We are looking forward to a great year with all our new and returning families. We hope the following information will help with your transition into a new school.

Metcalf uses Skyward Family Access for all school fees including lunch billing. You can view your bill and daily purchases online at any time through your Skyward Family Access. Each family shares an account balance. It is not separated by individual student; however, you are able to view each child's purchases individually. When your balance becomes low, you will receive a system generated email. We do not send out monthly bills.

Important Lunch Program Information

All payments should be paid online or sent directly to Metcalf. You can access the online payment system from the parent link on the Metcalf homepage. Payments can be made online using a credit or debit card, or a check can be mailed to:

**Illinois State University
Thomas Metcalf School
Attention: Lunch Program
Campus Box 7000
Normal, IL 61790-7000**

A regular hot lunch costs \$3.45. Each student is given the choice of the catered hot meal provided by ISU's Event Management/Dining Hall or an Uncrustable sandwich lunch. Each student may purchase up to 2 milks (including the milk provided with the hot lunch purchase and as long as supply allows) and an a la carte Uncrustable sandwich. Students in 6th-8th grades can purchase additional items from the snack cart once all hot lunch students have had a chance to go through the line. Snack cart items available for purchase include such items as: yogurt, cheese sticks, baked chips, Chex mix, granola bars, Cheez-its, salsa, and cereal. Please note: students that are on the Free or Reduced lunch program will be charged FULL price for any additional items purchased from the snack cart, extra milks and extra Uncrustable sandwiches.

Special hot lunches catered in from community establishments will be charged an extra \$1. Typically, this occurs on early dismissal Fridays. Menus are posted on the website monthly.

Microwaves are not available at any time for student lunches. Please send anything your student's cold lunch requires, including utensils.

We do go outside for recess regularly unless there is inclement weather. Please make sure to send appropriate clothing for the weather. For example: jacket, hat and gloves when it is cold. If a student is unprepared and it is deemed unsafe for them to go outside, they may spend their recess time in the office.

We do participate in the National School Lunch Program which provides guidelines for such things as serving size and calories. You can review these guidelines and others at <http://isbe.net> under the NSLP link.

We are looking forward to a great school year. Please let me know if you have any questions or concerns.

Sincerely,

Sarah Parola
Lunch Program Coordinator
RC 101
(309) 438-7354
ssparol@ilstu.edu