



## Lunch Program

Dear Parents and Students,

We are looking forward to a great year with all our Metcalf families. First, I would like to introduce myself to those of you who do not know me, my name is Heather Marshall. Nick Lisowski and I oversee the Lunch Program. We hope the following information will be helpful.

We are encouraging parents/guardians to use Family Access through Skyward as much as possible. We will **not** be sending out monthly bills. Please note that you have a family account balance, not individual ones. You will be able to view each child individually as far as purchases, but the account balance will be the same for the family.

You can view your bill and daily purchase online at any time by going to Skyward Family Access. You must go in as the, "Head of Household" to view this information. If you do not know your password, you must **FIRST** click on "Forgot your login or password?" on the Skyward login screen. After entering your email address, Skyward will email your password information. If you are still unable to access your account, please contact Kelly Brown at [kcbrow1@ilstu.edu](mailto:kcbrow1@ilstu.edu).

### IMPORTANT CAFETERIA INFORMATION

- **All payments should be sent directly to Metcalf or paid online through the credit card payment system. Metcalf's mailing address is as follows:**

Illinois State University  
Thomas Metcalf School  
Attention: Heather Marshall/Lunch  
Campus Box 7000  
Normal, IL 61790-7000

You can access the online payment system from the Metcalf homepage though the parent link. Payments can be made online using a credit or debit card at the following link:

[https://secure.touchnet.com/C20868\\_ustores/web/store\\_main.jsp?STOREID=14&SINGLESTORE=true](https://secure.touchnet.com/C20868_ustores/web/store_main.jsp?STOREID=14&SINGLESTORE=true)

- A hot lunch costs \$2.90 during the 2019-2020 school year, extra entrées are available on occasion for purchase by middle school at a full meal price, but we do offer yogurt, string cheese, fresh fruit, and other smart snack items. Extra meals need to be ordered during morning attendance as a 2<sup>nd</sup> hot lunch. Prices are available online. Please remind your children that if they are on the Free or Reduced lunch program, any extras they receive are FULL price. Extras will include items such as: granola bars, cheese its, yogurt, a second milk, or a piece of fruit. These items are **not** included in the school hot lunch meal. You will be charged full price for these items.
- Make sure to send appropriate clothing for the weather. We go outside for recess even when it is cold. Appropriate clothing details are provided on the website.
- Special lunches catered in will be charged an extra \$1. Typically happens on Fridays and before any college student break. Menus are posted on the website monthly.
- Please send anything your child's cold lunch requires such as silver wear and container to use microwave for 2<sup>nd</sup>-8<sup>th</sup>.
- Microwaves will **NOT** be available for Kindergarten and 1<sup>st</sup> grade.
- We are part of 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://www.isbe.state.il.us/> under the NSLP link.
- Skyward offers e-mail alerts when your account balance gets low.
- We will **not** be sending out bills, if you have questions or would like a paper copy, please contact me.
- Please encourage your children to pack a healthy lunch and snacks.

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

Sincerely,

Heather Marshall  
Child Development Supervisor  
RC 101  
438-7354 [hllough@ilstu.edu](mailto:hllough@ilstu.edu)

Nick Lisowski  
Child Development Associate  
FH 118  
438-7238 [nflisow@ilstu.edu](mailto:nflisow@ilstu.edu)