



Medford Township Public Schools

137 Hartford Road, Medford, New Jersey 08055
(609) 654-6416 Fax (609) 654-7436



March 13, 2020

Dear Parent(s) / Guardian(s):

I hope this letter finds you and your family *healthy*. It is a turbulent time for our world, country, state and community. With the unprecedented spread of this pandemic, information is coming out at a furious pace, sometimes contradicting statements and decisions made just moments earlier. As a school district, our main focus is the health and safety of our students and their families. In this regard, we have been working with teams of teachers and administrators throughout the days and into the evenings updating curricula to provide the most practical and efficient program to engage students throughout the extended closure. More information regarding these documents and resources will be coming out over the weekend in preparation for students to be able to begin work from home on Monday, March 16, 2020.

We realize, however, that the curriculum is only one facet of the services we provide our students. As you may be looking to stock your pantries with non-perishable foods that can sustain your family in the event of a prolonged quarantine period, we have been working closely with our food services provider, Nutri-Serve, to create a system that will allow families to order and pickup lunches for their children for the duration of our closure.

While the menu will be quite simplified as a result of a potential scarcity of resources, as well as the need to provide foods that will sustain without rapid spoilage, we do want to share with you the process for securing lunches, if you choose to take advantage of this service. This program will be available to all currently enrolled students of the Medford Township Public Schools. The first day lunch will be sold will be Monday, March 16th and lunches will be available every Monday through Friday, concluding Thursday, April 9, 2020.

1. Families interested in ordering a lunch for their child(ren) enrolled in the Medford Township Public School System, will complete this form (<http://bit.ly/MTPS-Lunch>) **by 8:00pm the night before**. Lunches *are available for children enrolled in the Medford Township Public Schools only - one meal per child* and the cost will be the same as it is on a normal school day. For Monday, March 16, your order should be placed on SUNDAY, March 15 by 8:00pm.
2. You should complete the form for EACH child for whom you would like to purchase a lunch. Financial assistance plans, if applicable, *will* apply to these orders. Other students will be charged the amount that they are charged on a typical day. One form must be completed for each child. You can not do multiple orders on one form.
3. Once you complete the form, you will receive an email within 10 minutes as a "receipt." This receipt will include a map of Memorial Middle school to show you how to pick up your lunch. Print this receipt out and bring it with you to pick up your meal(s).
4. Meal pick up will be at Memorial Middle School (55 Mill Street, Medford, NJ) between the hours of 11:00am-1:00pm. Please be patient during the pickup process.
5. When you arrive at Memorial, follow the map on your receipt. **STAY IN YOUR CAR**. When you arrive at the tan double doors on the side of the building, someone will come out and greet you, take your receipt(s) and deliver your meals to your car.
6. The ordering form will reopen at 2:00pm each day for ordering for the next day and will close again at 8:00pm, so put your orders in between 2:00pm-8:00pm for the next day's lunch. Again... lunches are available Monday-Friday with the last opportunity to purchase a lunch being Thursday, April 9.
7. If you have questions about the meals, please email Andrea Deluca at adeluca@medford.k12.nj.us.
8. If you have questions about the ordering process, or technical questions about signing up, please email curriculum@medford.k12.nj.us.
9. Be safe and healthy. We hope that this process is smooth and that we meet your needs during this unplanned emergency situation.

Sincerely,

Joseph J. Del Rossi, Ed. D.
Superintendent of Schools