



**February 4, 2021**

Parents and Guardians:

I am very happy that the USDA has approved funding to provide **FREE BREAKFAST AND FREE LUNCH FOR ALL STUDENTS THROUGH THE END OF THIS SCHOOL YEAR!** All children either enrolled in Canton Public Schools or residing in Canton that are 18 years old or younger may receive free breakfast and lunch. The program is to support access to nutritious meals while minimizing potential exposure to Covid 19. Please see Pre-ordering directions and delivery and pick up schedules below. As we have transitioned to serving hot meals, it is more important than ever that you pre-order your meals. It is wonderful that so many families are enjoying the free meals. With limited staff and different serving models it is very difficult to plan quantities of food, supplies and preparing meals without knowing how many students will be taking meals. Thank you in advance for assisting us to make this program run smoothly.

**PRE-ORDERING MEAL INSTRUCTIONS:**

**If you are pre-ordering meals for children that do not attend Canton Schools, please use 0000 as their pin#.**

1. From the Canton Public Schools Homepage select; Parents, Nutrition Services, and School Menus.
2. Navigate to the three lines at the top right-hand corner.
3. From the drop-down menu select “Log In”, then, “Create an Account”.
4. Select the user type, click next, and complete the information requested in the fields provided. You will have the opportunity to add multiple students on this screen.
5. **IMPORTANT** – A Homeroom teacher is mandatory for elementary and intermediate school students when creating an account.
6. Complete the “About Yourself” section and create a Password.
7. Select the school.
8. Select either Breakfast or Lunch.
9. Choose the desired meal, per day, from the calendar that appears by clicking the “+” to add it to your cart.
10. Select your cart at the top right-hand corner, chose the meal location and submit the order.

There is a drive up and pick up your pre-ordered meal site for remote learners. This will be held in the front of Canton High School on Monday and Thursday morning from 8:45am – 9:30am.

Please contact Nutrition Services at **860 673-2538 ext. 10128** with any questions or concerns.

Sincerely,

Margaret E. Dreher

Director of Nutrition Services