



Windsor Locks Public Schools

Shawn L. Parkhurst

Superintendent of Schools

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Telephone 860 292-5000 Fax 860 292-5003

March 13, 2020

Dear Windsor Locks Families,

Earlier this morning you received a communication regarding our school closure. I want to follow up from that notification with some important information regarding meal services. In collaboration with Sodexo, our Central Office team, and the First Selectmen's Office, I am happy to provide you with detailed information on how to obtain **student breakfast and lunch** during this closure. If you have a need for **adult meals**, please **contact the services of the Town of Windsor Locks at Department of Social Services at 860-627-1446 or Senior Citizen Food Service at 860-292-6947.**

If you are in need of breakfast and lunch, please follow this process:

- ☐ Call our **Food Service line at 860-292-5710** leaving the following information:
 - ☐ First and Last Name
 - ☐ Student Lunch Pin Code
 - ☐ Any known allergies
 - ☐ Address
 - ☐ Contact Phone Number
 - ☐ Date Requested for Meal Service
- ☐ All orders for the **two week closure** need to be called into Food Service by **10:00 am on Monday, 3/16/20.**
- ☐ Service will begin on Tuesday, March 17, 2020
- ☐ Meals will be **delivered by Meals on Wheels volunteers** between 11:45 am and 1:00 pm to the address that you provide when you call in to the Food Service line.

The menu will consist of muffins or bagels, fruit, milk and juice for breakfast with a turkey and cheese sandwich, fruit, vegetables, milk and condiments for lunch.

I recognize this is a stressful and uncertain time for you and your children. We appreciate everyone's patience as we navigate this situation together. I will keep you updated and informed as we move forward.

Sincerely,

Shawn L. Parkhurst

Superintendent