



School Lunch Location Change - Effective 4/2/20

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3/31/2020

Dear Westport Families,

The current program providing lunch and breakfast items for students receiving free and reduced cost lunches **will shift from Coleytown Elementary School to Staples High school on Thursday, April 2, 2020.** This shift will provide a more central access location for families and also better position Chartwell's, our food service provider, to assist the Town of Westport, if needed, with providing essential food and nutrition needs for other members of the community.

Lunches, with an included breakfast item, will continue to be available to all Westport students receiving free and or reduced lunches between the hours of 11:00 a.m. and 1:00 p.m. This service will continue operating Monday through Friday during the school closure. (Services will not be available on Friday, April 10, 2020, Good Friday, but additional food will be provided on Thursday, April 9, 2020, to cover this brief disruption in service.)

Families of students receiving free and or reduced lunches can enter the main driveway of Staples High School, located at 70 North Avenue, and proceed towards the Field House entrance of the school. Tables will continue to be set up with "Grab & Go" lunch bags. In the event there is inclement weather, tables will be set up under tents or under the awning at the entrance to the Field House. It is critical that vehicles not block any designated fire lanes but instead park in available spots near the pick up area.

As a reminder, the lunches will have food labels; however, families who have any concerns about food allergies, such as dairy, egg, nut, soy, and gluten, are asked to **leave a message no later than 9:00 a.m.**, each morning, explaining the concern. Messages should specify students' names and known allergies. Messages regarding food allergies should be left in the voicemail box of Buffy Barry at 203-341-1754.

Respectfully,

Elio Longo

Chief Financial Officer

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