



SUFFIELD PUBLIC SCHOOLS

Business Office

*William S. Hoff
Business Manager*

March 20, 2020

Dear Suffield Public School Families,

In order to assist families dealing with the current school closure, we are providing **Grab-and-Go breakfast and lunches at no charge to all students and anyone in the student's household who is under 18 years of age.** We will provide meals for all days of the week including weekends. **Starting on Monday March 23rd, our meal pick up days will be only Monday, Wednesday and Friday.** You will receive meals for Monday and Tuesday on Monday, meals for Wednesday and Thursday on Wednesday, and meals for Friday, Saturday, and Sunday on Friday. The student receiving the meal must be present at pick up.

As you will be receiving multiple meals at a time, please be sure to store the food safely until eaten including refrigerating any items requiring it such as milk, yogurt, sandwiches, etc.

The meals provided will be full meals that meet all the state requirements for a balanced meal. The menu will be limited. As this is a Grab-and-Go meal, there will not be any selection options regarding the meals. Breakfast will consist of items such as a bagel with cream cheese or yogurt, or string cheese plus fruit and milk. Lunch will be a sandwich, fruit, and milk. We will do our best to meet dietary restrictions.

In order to make it more convenient for students to obtain the meals, we will be providing meals at the following locations for pickup. **Note the change to Monday, Wednesday and Friday pickup only.**

Suffield Middle School (Cafeteria Entrance by Tennis Courts) – 9:00 AM to 12:30 PM **Brook**

Hill Village – Emily Way (In parking lot near Building No. 6) – 11:00 – 11:30 AM

Fleming Field Parking Lot (Thompsonville Road next to East Street Fire Station) – 11:45 AM – 12:30 PM

Fire Station No. 3 (At intersection of Copper Hill Road, Babbs Road and Mountain Road) – 11:30 AM – 12:00 PM

We want to be sure to provide meals to all those who need it. If these times and locations do not meet your needs, please email me at bhoff@suffield.org so that we can try to make alternate arrangements.

In order to assist us with planning the meals and ensuring we have enough meals at each location, please use the following link to request meals each week. The form for the week will be available starting at 9 AM on the Friday before the week begins.

<https://forms.gle/bZ5KXNrLMtvvs8wL6>

Please contact me at bhoff@suffield.org should you have any questions.

Sincerely,

Bill Hoff
Business Manager