



DALLAS
INDEPENDENT SCHOOL DISTRICT
Food and Child
Nutrition Services

*Saturday
School*

Saturday School Meals

Food and Child Nutrition Services

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Texas 75215

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Table of Contents:

Program Purpose	2
Principal Responsibility	2 -3
Saturday School Meals Application Process	4
Application Approval	4
Mealtimes	5
Location and Serving of Meals	5
FCNS Supervisor Responsibilities	5
Meal Location Signage	6
Meal Claiming Procedures	6
Example of Cafeteria Distribution	7

Program Purpose:

The Dallas Independent School District is committed to working with children to ensure academic success.

Campuses throughout the school year provide free tutorial services. Services are conducted at many campuses before and after-school, on Saturday, and during the summer.

Taking advantage of this opportunity will give children the individualized assistance he or she may require to excel and will demonstrate the importance placed on education.

In an effort to support students participating in Saturday School sessions, Dallas ISD Food and Child Nutrition Services (FCNS) will provide either morning snack, lunch or both morning snack and lunch to enrolled students. The choice of which meals are served is at the principal's discretion.

Principal Responsibility

The principal will complete the FCNS Saturday School Application on the Dallas ISD, Food & Child Nutrition Services homepage under the Principal's Corner.

Note: The FCNS Saturday School Application can only be accessed from the Dallas ISD intranet server.

The FCNS Saturday School Application may be accessed at the link listed below:

[Saturday School](#)

The FCNS Saturday School Application can also be located by following the steps outlined below:

- From the Dallas ISD homepage department tab, locate "Food and Child Nutrition Services"

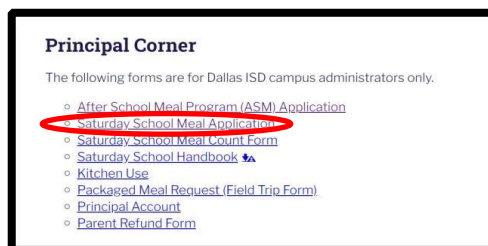
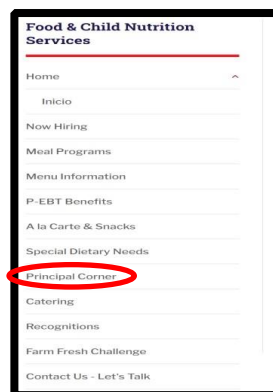
F

- Facility Planning
- Family and Community Engagement
- Federal and State Accountability
- Finance and Accounting Support to Campuses
- Financial Services
- Food & Child Nutrition Services

G

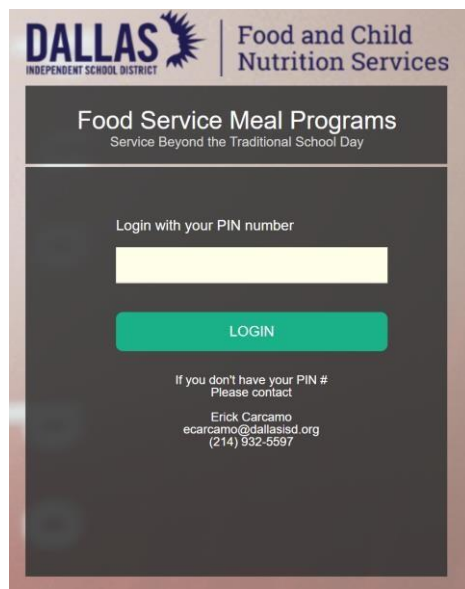
- General Accounting
- Graphics
- Grounds & Athletic Fields

- From the Food & Child Nutrition Services menu options
- Select “Principal Corner”



- Login with the Food Service Programs PIN number.
- If you forgot or do not have a pin number, contact Maggie Garza at margarza@dallasisd.org or Janet Li at jali@dallasisd.org

For assistance completing the FCNS Saturday School Application, contact Maggie Garza at margarza@dallasisd.org, or Janet Li at jali@dallasisd.org

The image is a screenshot of a web application interface. At the top, there is a header with the Dallas Independent School District logo on the left and the text "Food and Child Nutrition Services" on the right. Below the header, the main title "Food Service Meal Programs" is displayed, followed by the subtitle "Service Beyond the Traditional School Day". The central part of the page is a dark gray box containing a login form. It prompts the user to "Login with your PIN number" and features a yellow input field. Below the input field is a green button labeled "LOGIN". At the bottom of the dark gray box, there is contact information for Erick Carcamo, including his email address and phone number.

Saturday School Meals Application Process

The FCNS Saturday School Application must include all required information to eliminate delays in processing the request.

Saturday School requires a two (2) week notice prior to program implementation whenever possible.

The budget line code provided on the application may be charged, when meals cannot be claimed for reimbursement due to over ordering causing excessive waste, not cancelling meals in a timely manner (minimum of a five (5) school day notice prior to the Saturday School operating date) and not accurately completing and submitting the required Meal Count Forms.

Application Approval

Once the completed FCNS Saturday School Application is received. A confirmation email will be sent to all parties involved in the preparation of the Saturday School Meals. It may take two weeks after the application is submitted to begin meal service.

Mealtimes

The breakfast must end before 10:00 AM and lunch cannot start before 10:00am. Lunch must be completed before 2:00PM. Meal service must last a minimum of thirty minutes per meal service, which will allow time for meal distribution and the student to consume the meal.

Morning snack and lunch meals served should be marked appropriately on the Meal Count Form to ensure accurate reimbursement for each meal type served.

Locating and Serving Meals

Meals will be placed in a milk cooler or refrigerator with a sign indicating “Saturday School Meals Here” (see page 6). It is a best practice to distribute Saturday School meals from the cafeteria.

Serving meals from the cafeteria will provide easy access to refrigeration, limiting the possibility of meals and milk being served outside of the proper temperature range. Sanitation and food safety is a top priority while preparing and serving meals to our students.

Pre-K students may only consume unflavored milk.

FCNS Supervisor Responsibilities

The Supervisor will communicate with the Principal or the Saturday School Coordinator to determine the actual count. The Saturday School menu is pre-planned, and the Cafeteria Supervisor will order according to the Food Production Record.

The Supervisor will order food according to the Saturday School Food Production Record.

The supervisor will prepare the morning snack and/or lunch sack meals on Friday. The sack meals will be placed in the milk cooler or accessible refrigerator with a sign posted outside stating “Saturday School Meals Here”.

Note: Communicate to the Principal and/or Saturday School Coordinator; Pre-k students can only consume unflavored milk.

Meal Location Signage



Meal Claiming Procedures

The Supervisor will determine the meal count to be claimed based on the count indicated on the Saturday School Meal Count Form returned by the campus staff. The total number of meals will be claimed in the Point of Sale under the Saturday date as a Quantity Sale or entered by student. The Saturday School Meal Count Form is filed at the school. The Supervisor will provide the original meal count form to their Area Supervisor, Lead, or the claims team.

Completing the Saturday School Meal Count Form:

- Write each child's: ID #, Name, Grade, Date of Birth,
- After all students have been served, record the "Total Students All Pages" by recording the last number marked through on the meal count form.
- Teacher will return the Meal Count Form, along with the leftover meals to the refrigerator or milk cooler for the Cafeteria Supervisor.
- Report any food concerns to the Cafeteria Supervisor or Area Supervisor as soon as possible.

Example of Saturday School Completed Meal Count Form

[illegible]