



Wards Creek Elementary 6555 SR 16, St. Augustine, FL 32092 Sept-Oct 2015

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## OUR CORE VALUES

We believe that:

- The Character Counts Pillars of Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship are essential qualities to model and instill in our students.
- The Seven Habits of Highly Effective People are the foundation for developing leaders.
- All individuals are valuable and can make meaningful contributions.
- A caring and compassionate learning environment will support the needs of the whole child and inspire all to reach their full potential.
- Leaders are life-long learners.

## THE SEVEN HABITS OF HAPPY KIDS

1. Be Proactive – I am in charge!
  2. Begin with the end in mind – Have a plan!
  3. Put first things first – Work first, then play!
  4. Think win/ win – There's plenty for all!
  5. Seek first to understand, then to be understood – Listen before you speak!
  6. Synergize – Together is better!
  7. Sharpen the saw – Balance feels best!
- BONUS:
8. Find your voice, and inspire others to find theirs – I'm on a mission!

**OUR VISION IS TO:** Be a school Where Children Excel by developing leaders with character and a passion for lifelong learning.

**OUR MISSION IS TO:** Engage Learners to Excel in Life and Embrace Leadership to Enhance our Local and global society.

## Jarrell's Journal

Hi Warrior Families,

We are already halfway through the first quarter and I am so impressed with the rich and rigorous instruction and learning taking place in our classrooms. The synergy among the students and teachers is inspiring and dynamic. I enjoy popping in to see it all in action!

I want to personally thank you for your outpouring of gratitude and appreciation regarding the lockdown. Our staff responded to the crisis with the highest degree of professionalism and kept your children's safety at heart. It is such an honor to have your children entrusted to us and we take that very seriously. I was supremely impressed with the students and staff, and overwhelmed by the generous thankfulness of our families. We never want these types of events to occur, but when they do, it is powerful to reflect and be reminded of the need for preparedness and a paramount focus on safety.

Fall will be here soon and children will be wearing jackets and sweaters to school. Please write your child's name in their clothing. Each year, we accumulate piles of outerwear and we know this is an expensive loss, if children misplace these. We do keep garments in the lost & found in the café but eventually, if we can't find their owners, these are donated to charity.

There are many special events that will be coming soon. Please check the calendar on our website so that you don't miss a thing! We love having our families involved in school functions and hope that you can be a part of your child's school year! If you'd like to be more involved and are not sure what to do next, please email your child's teacher or any member of our PTO board and they can connect you to volunteer opportunities.

I look forward to the coming days and hope to see you all at our Fall Festival on Friday, 9/18. It's sure to be a fun family event!

Lighting the Way,

Edie Jarrell, Learning Leader

## PTO Update

The Family Fun Carnival is Friday September 18<sup>th</sup>. This year we are incorporating the always popular bounce houses with old fashion carnival games complete with prizes, face painters, cotton candy, and a cake walk. Plus a few surprises!

Recently, PTO put on our first Staff Appreciation day with a popcorn bar complete with a variety of toppings. In October, Staff Appreciation Day will be on the 9<sup>th</sup>. On October 22<sup>nd</sup> we will have the Business Expo, Spooktacular, and the book fair.

If you have a new business or know of someone who does, the Business Expo is a great way to network, get your name out, meet new customers, and get to know local businessmen.

We always need volunteers for festivals, classrooms, the media center, and to serve as test proctors. If you have time to give, please let us know. Any amount of time will be appreciated!

Ricke Ricciardelli  
President, WCE PTO

## Counselor's Corner

As part of the guidance program at Wards Creek Elementary School we will be offering small support groups for students in kindergarten through fifth grade. These groups are offered with the hope that students can come together to share concerns or issues that they may have in common with each other. The small group format also provides an opportunity for your child to reinforce skills that will support and enhance his/her academic and social development. Participants for small groups were selected through teacher referrals, parent requests, and counselor referrals. Parental permission is always required for a student to participate in a small group.

We offer a variety of small group formats dealing with issues that regularly occur in a school setting. Small groups run between September 21, 2015 to December 11, 2015. During groups the following topics are typically covered: relational aggression, friendship skills, study skills, anger management/conflict resolution, and changing families/divorce. Additional topics will be developed if a particular need becomes evident. It is our goal to remain open and flexible to the needs of our student population.

Leanne Adolf  
Guidance Counselor



## Help Your Child Succeed in School: Build the Habit of Good Attendance Early

School success goes hand in hand with good attendance!

### DID YOU KNOW?

- Starting in kindergarten, too many absences can cause children to fall behind in school.
- Missing 10 percent (or about 18 days) can make it harder to learn to read.
- Students can still fall behind if they miss just a day or two days every few weeks.
- Being late to school may lead to poor attendance.
- Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up.

Attending school regularly helps children feel better about school—and themselves. Start building this habit in preschool so they learn right away that going to school on time, every day is important. Good attendance will help children do well in high school, college, and at work.

### WHAT YOU CAN DO

- Set a regular bed time and morning routine.
- Lay out clothes and pack backpacks the night before.
- Find out what day school starts and make sure your child has the required shots.
- Introduce your child to her teachers and classmates before school starts to help her transition.
- Don't let your child stay home unless she is truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.
- If your child seems anxious about going to school, talk to teachers, school counselors, or other parents for advice on how to make her feel comfortable and excited about learning.
- Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- Avoid medical appointments and extended trips when school is in session.

### When Do Absences Become a Problem?



Note: These numbers assume a 180-day school year.

For more on school readiness, visit [attendanceworks.org](http://attendanceworks.org) and [reachoutandread.org](http://reachoutandread.org)



### A Note from Our New ILC: Christa Ritchie

Let me take a moment to introduce myself! I am Christa Ritchie and I am so excited to be the new ILC at Wards Creek Elementary. I have been in the field of education for over twenty years, five years as a Reading Coach, and as a 4th and 5th grade teacher at Hendricks Avenue Elementary in Duval County. I have attended several institutes at the Teachers College at Columbia University including "Literacy Reform for Coaches," "Content Area Instruction," and "Reading." I am a former National Board Certified Teacher and Teacher of the Year at Hendricks Avenue Elementary. I have a Masters Degree in Reading K-12 and hold certification in ESOL, Reading, and elementary education. Teaching is a passion on mine and working with children is the highlight of my day. On a personal note, I have two fabulous children and a wonderful husband. I work each day to have the students at Wards Creek receive the best education we can offer.

Sometimes I get the question, "What is an ILC?" I thought I would take a moment to let you know how I can help your children.

#### Role of a Reading Coach

The International Reading Association (IRA) defines a reading coach or a literacy coach as a reading specialist who focuses on providing professional development for teachers by providing them with the additional support needed to implement various instructional programs and practices. They provide essential leadership for a school's entire literacy program by helping create and supervise long-term staff development processes that supports both the development and implementation of the literacy programs over months and years.

#### The 10 Roles of a School Based Coach

1. Resource Provider
2. Data Coach
3. Curriculum Specialist
4. Instructional Specialist
5. Mentor
6. Learning Facilitator
7. Classroom Supporter
8. School Leader
9. Catalyst for Change
10. Learner

Please stop by anytime if you need anything! I have loved being at Wards Creek Elementary and look forward to many wonderful years to come. 😊

## Calling All Proctors!

Our Discovery Education testing has begun and we need your help. Please click on the link below and see if your schedule will permit you to help with proctoring. A proctor is an extra adult in the testing lab to provide assistance to the teacher, if needed. You can sign up for one spot or several. We are most appreciative for any time you can contribute.

[www.SignUpGenius.com/go/20F044AA5A92FA1FA7-proctors](http://www.SignUpGenius.com/go/20F044AA5A92FA1FA7-proctors)

Thank you for your partnership and support.



Did you know you can change student contact information, check grades, assessments and more with our parent portal Home Access Center? Click the below link to create an account or sign in. If you need assistance please email

[Christina.King@stjohns.k12.fl.us](mailto:Christina.King@stjohns.k12.fl.us)  
<http://www.stjohns.k12.fl.us/hac/>

## Extended Day 2015/16:

Registration for Extended Day 2015/16 school year began on August 3<sup>rd</sup>. You can come by the school from 8:00-4:00 and register your child. The registration fee is \$75.00 per child. The first month's payment will be due at time of registration and the second month's payment will be due August 15<sup>th</sup>. See the below schedule of fees for the due date and dates that the payment covers.

Payment #	Due	Payment covers care through-
1	Aug 1st	Aug. 10th - Sept. 2nd
2	Aug. 15th	Sept. 3rd - Sept. 29th
3	Sept. 15th	Sept. 30th - October 26th
4	Oct. 15th	Oct. 27th - Nov. 20th
5	Nov.15th	Nov. 23rd - Dec. 18th
6	Dec. 15th	Jan. 6th - Feb. 1st
7	Jan. 15th	Feb. 2nd - March 1st
8	Feb. 15th	March 2nd - April 5th
9	March 15th	April 6th - May 2nd
10	April 15th	May 3rd - May 26th

If you have any questions, please contact Casie Messenger at (904)547-8730 or [casie.messenger@stjohns.k12.fl.us](mailto:casie.messenger@stjohns.k12.fl.us)

## CLINIC NEWS: IT'S TIME TO TALK ABOUT LICE!

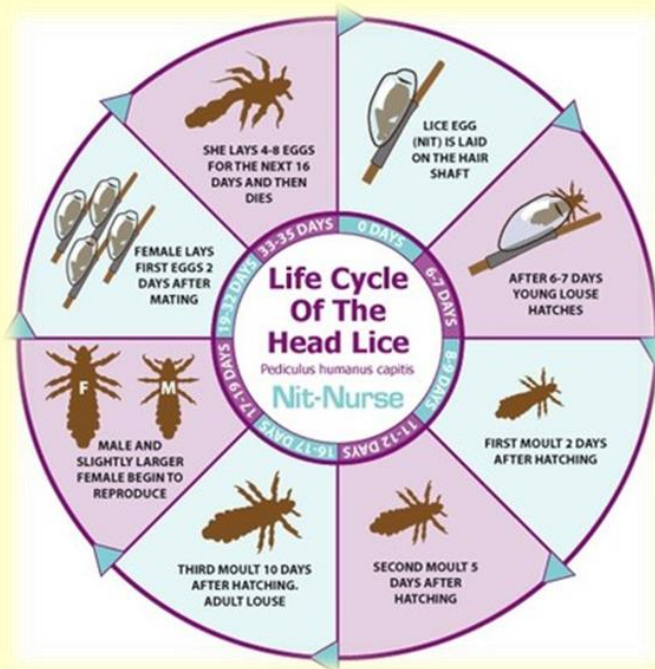
### What are Lice Super Bugs??

[http://www.huffingtonpost.com/entry/head-lice-resistant-to-over-the-counter-products-in-25-states\\_55d36ff1e4b0ab468d9e91f5](http://www.huffingtonpost.com/entry/head-lice-resistant-to-over-the-counter-products-in-25-states_55d36ff1e4b0ab468d9e91f5)



**A research study in the UK found that parents are failing to follow-up and continually treating head lice after first infestation, causing head lice to spread.**

No matter how you treat your child, following up and repeating the treatment is crucial to prevent a second infestation due to the life cycle of the louse. Missing an egg or even one louse during treatment can cause the problem to repeat itself.



With long and thick hair it is very hard to cover all areas and eliminate all lice during one treatment. Checking the hair once a day for 10 days for any remaining lice or newly hatched lice is important. Depending on the treatment of choice, you made need to repeat the treatment at day 5 and day 10.

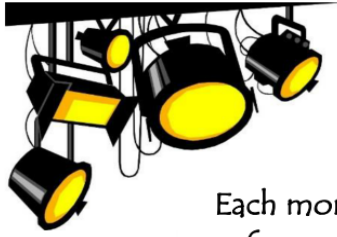
The following are essential and keeping your kids hair free of head lice –

- Make sure you know what to look for. Before checking your kid's hair, educate yourself and learn what and where to look for head lice and eggs. [The Terminator comb](#) can really be useful with this. Treat as soon as you

suspect that your kid is infested. Also treat other family members.

- Whatever treatment you chose, make sure you read the instructions carefully and take the time to treat the child properly.
- Many kids don't like being treated for head lice which can make the process difficult. Make sure you explain the importance of it to keep them calm and patient.
- Even when treatments claims to kill all head lice in one go, check three to five days after the initial treatment, and 10 to 12 days later again for newly hatched lice.
- Jacksonville/St. Augustine have a couple of professional lice companies to assist with professional removal. Please see Nurse Kalem for information and possible coupons.





# Safety Leader Spotlight

Each month we feature students who are nominated for outstanding performance. These students arrive to school early, leave late, and have additional jobs around school during the day in addition to their regular duties as a 5<sup>th</sup> grade students.



Grace S. nominated by Mrs. Jarrell for being a fabulous bus leader. She takes her responsibility very seriously and is always very kind and helpful with our wee ones getting off the bus. Way to go Grace!

Lily G. nominated by Mrs. Oswalt for being a great role model for other patrols and WCE students. She takes her job seriously, maintaining the safety of our student while greeting students and staff with a wonderful smile and her pleasant personality. Thank you Lily for be awesome!



Peter L. nominated by Ms. Smith. Not only does he perform his job flawlessly, he sets a wonderful example for other students at ALL times – a natural born leader! He accomplishes all this with a SMILE! 😊

## Warrior Highlights!

### Excellent ESE

Down here in the Yellow House, we are all settling in and becoming great leaders. Mrs. Smythe's and Mrs. McGaughey's classes are super excited about the upcoming months. We look forward to learning new things and playing with our friends. Be sure to check out our bulletin boards as the weather gets cooler. We have some FUN ideas to share with you all. A big thank you to all of our buddy classes. It is great to have students from across campus helping our kids get to where they need to be. Happy Fall Ya'll!

### Fabulous First Grade!

First graders have mastered rituals and routines and are working hard to learn how to ask and answer questions to understand key details in stories, how to add and subtract up to 10, and they are studying about Sun and Stars with a Space Unit.

First grade took to IMAX Theater in mid-September to see Gruffalo and Hidden Universe. This was a great way to enhance our curriculum along with being able to sharpen our saw outside of the campus.

**FIRST GRADERS ROCK!**

### News from the Art Room:

Welcome back Wards Creek families! I'm so excited for another fantastic, creative year at Wards Creek! Our Wards Creek artists are hard at work creating masterpieces for our Square 1 Art fundraiser. Square 1 art is a great fundraiser and an awesome way to purchase some unique holiday gifts. Each student that is present for art class creates an original work of art. Square 1 scans all of the artwork and can then print it on a variety of items. Order instructions and a catalog of available items will go home with each student, sometime in October. Example items include: phone and tablet cases, canvases, ceramic tiles, calendars, greeting cards, mugs, t-shirts, and holiday ornaments. Square 1 will fill all orders and send the products to Wards Creek to be delivered. All orders will arrive before the holidays and students will also get their original piece of art back. Just in time for the holidays, original student artwork is fantastic gift idea!

Square 1 Art is the ONLY art fundraiser of the 2015-2016 school year. We will not be having a framed art show at the end of the year. Similar to last year, we will have an art walk in May, showcasing artwork from each grade level.

Thanks for supporting your child's interest in the visual arts!

## Warrior Highlights!

### Terrific Technology

Computer Class has been a busy place as we focus on strengthen our basic computer skills, discuss digital citizenship and explore new and exciting ways to learn through technology. Digital Citizenship is our first focus as we learn about ways to become leaders online and with our digital devices.

- Kindergarten is practicing their computer mouse skills with reading games at <http://www.abcya.com/>.
- 1<sup>st</sup> and 2<sup>nd</sup> grade are expanding their typing and storytelling skills with Word documents.
- 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup> grades are exploring the impact of their digital footprint. A typing program is also being launched for use by the 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> graders, *Type To Learn 4: Agents of Information*. This is a computer based program that can be downloaded to your computers at home. Please watch for this information as your children will be bringing home the instructions over the next 2 weeks as they attend computer class. It is our hope that our Warriors will utilize this engaging game to practice their typing skills at home.

### Technology Bytes

By Dana Smith and Debbie Battaglino

For decades, parents have been educating and preparing their children for the opportunities and dangers of our physical world. Now, parents are also faced with educating and preparing their children for the digital world. But how? How do we keep children safe and yet allow them to benefit and flourish with technology. The answer may not be restriction, but rather education and informed discussions about how to make the best choices.

Children have learned about how to good citizens in the physical world, and now they are learning how to be good citizens in the digital world. It is called **Digital Citizenship**. At school the children are learning about digital citizenship in computer class and our homeroom classrooms. Your children are becoming critical thinkers as they explore websites, social media and digital gaming. We encourage you to continue these discussions at home. Listed below are some excellent resources.

<https://www.staysafeonline.org/stay-safe-online/for-parents/raising-digital-citizens>

This page has an excellent PDF resource titled, "Internet Safety and Security Tips for Parents" that you may want to consider printing for your reference.

<https://www.common sense media.org/privacy-and-internet-safety>

<https://www.common sense media.org/cyberbullying/what-should-i-teach-my-kid-about-safe-online-behavior>



## Warrior Highlights!

### News from the P.E. Hut

Our Jump Rope for Heart kickoff will start September 28. Some classes will receive their donation envelopes early. Our Jump Rope for Heart Event is Thursday, October 22nd from 6:00 - 7:30. Hope to see you there!



### Fantastic Fourth Grade!

The 4th grade team would like to express our gratitude to Mrs. Thoresen for doing such an amazing job with a group of our students as they awaited the arrival of their new teacher. We would like to welcome our new edition, Heather Shreves to Wards Creek Elementary. We are extremely excited to have Heather as a part of our team.

### Thrilling Third Grade!

Third Grade would like to welcome Kristen Jacobs (pictured above) as our new associate teacher. She is a product of St. Johns County schools. Ms. Jacobs graduated from the University of North Florida with a Bachelor's Degree in Elementary Education. Her field experience includes 1<sup>st</sup>, 2<sup>nd</sup>, and 4<sup>th</sup> grades. Her interests include art, music, and working with children. She is also a Kindergarten and First Grade Life Group Leader at her church. We are glad to have her join our team!

### Phenomenal Fifth Grade!

For the first several weeks of the school year, we have been focusing our science efforts on building our skills as scientific thinkers. Students have been learning about different types of investigations and conducting some of their own! Now we are studying all about matter and how to describe it using its different properties. Two properties of matter are **mass** and **weight** and we have learned all about how they are not the same! Check out this awesome song (sung to the tune of Sweet Caroline!) to learn more!



<https://www.youtube.com/watch?v=1whMAIGNq7E>



# Kindergarten Team and Comfort for Canines



**This year our Kindergarten classes at Wards Creek have begun a community service project to help our local animal shelters and we need your help!**

## **How you can help:**

Clean out your closet and throw in the towel! The shelters are in need of these items:

*Blankets, towels, fleece throws, pet beds, and baby blankets.*

Think soft, absorbent, and not too bulky... things you'd wash at home. Items that can cushion the bottoms of crates and kennels, and keep dogs' noses, paws and ears dry.

## **Items that are not so good to donate:**

- *For the most part, shelters do not want bed sheets—they are not absorbent enough and do not stand up to repeated laundering. Anything too bulky is difficult for the shelter staffs to manage; this precludes comforters, bedspreads, heavy area rugs, queen or king-sized quilts and mattress covers.*
- *No pillows at all.*
- *No electric blankets, please, unless the cords are removed.*
- *No clothes, please!*

Feel free to start sending in these items now. You can either send it in with your child, leave it at the front desk, or walk it in to your child's classroom. Thank you so much for your help and support. Look for an update soon after our first drop off to the shelters!

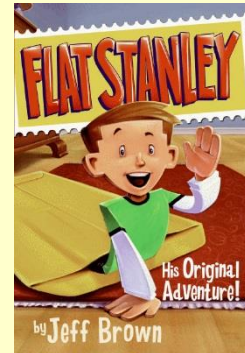


## SUPER SECOND GRADE

The second graders have heard the story about Flat Stanley (written by Jeff Brown) and how - since he's flat - he can be folded and sent on adventures. Each student got a Flat Stanley to make their own - to color and cut out. Then they got to send him to a family friend or relative to visit.

We are looking forward to all our Stanleys returning to Wards Creek and hearing about his adventures. We expect him returning by September 18<sup>th</sup>.

In past years when Stanley returns he usually has postcards, pictures, tokens and information about where he's visited. Each class will track their Stanleys' adventures on a map. In social studies, we are learning about maps, globes, map keys, compass roses, and other map features and types of maps. So having Stanley go on adventures is a fun way to learn about map skills and features.



The children are also going to be having some wonderful science experiences as a grade level! One of the dads in Mr. Simpson's class, Mr. Greg Nagel (Abby's dad), has volunteered to present a variety of science experiments for the grade level out in the Purple House's Commons Area. Mr. Nagel has a science education biz geared primarily towards elementary students, and offered to bring in cool science stuff that will go along with the science standards we are working on mastering. These experiences are in addition to the classroom science instruction and experiments.

After studying the scientific method and processes, we will be moving on to the topics of matter and the properties of matter. The children will be participating in many hands-on activities to learn about matter. When you ask the kids, most of them will tell you that science is one of their favorite subjects! We want to keep that interest alive in the kids as the world needs lots of great scientists!

# Platinum Business Partners

COMING SOON!



## ST. JOHNS COUNTY SCHOOL DISTRICT HALF-CENT SALES TAX REFERENDUM

# FACT SHEET

### DID YOU KNOW?

-  The St. Johns County School District has been the **TOP RATED** district in Florida for 6 consecutive years and **A-Rated** for 10 consecutive years.

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-  Top-rated schools help attract businesses and jobs, improving the county's economy and increasing property values.

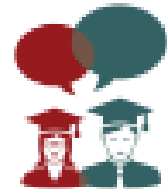
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-  The District has implemented a comprehensive energy management reduction program that has avoided more than \$33 million in costs since 2008.

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-  All new revenue generated by the half-cent sales tax will benefit classrooms directly and 25%-40% will be paid for by out-of-county visitors.

## What the Referendum Means for Our Schools



New school construction to keep up with the growth of St. Johns County



Reconstruction to ensure that existing schools continue to be well-maintained to serve our students and teachers

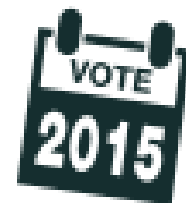


Technology upgrades to help prepare our students for jobs of the 21st century



Safety improvements which enhance existing measures to provide for the security of our students

### IMPORTANT DATES TO REMEMBER



#### **ASAP**

For unregistered voters, voter registration ends on Oct. 5, 2015

#### **09/18/2015**

Overseas absentee ballots will be mailed beginning Fri., Sept. 18

#### **10/01/2015**

Regular domestic absentee ballots will be mailed beginning Thurs., Oct. 1

#### **10/24/2015**

Early voting begins at 9 a.m. on Sat., Oct. 24 and runs daily through Sat., Oct. 31 until 6 p.m.

#### **11/03/2015**

Election Day - Last chance to vote



For more information go to: [www.stjohns.k12.fl.us](http://www.stjohns.k12.fl.us)

A special thanks goes to Agility Press, Inc. for sponsoring this document. No School District funds or tax dollars were used in its preparation or printing.

## **Helping Your Child Succeed on Florida Standard Assessments**

Plan to attend an informational meeting  
for families of 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade students

\*\*\*\*\*

Thursday, October 1<sup>st</sup>, R.B. Hunt Elementary School  
Tuesday, October 6<sup>th</sup>, Valley Ridge Academy  
Thursday, October 15<sup>th</sup>, Osceola Elementary School  
Tuesday, October 20<sup>th</sup>, Ocean Palms Elementary School  
Thursday, October 29<sup>th</sup>, Timberlin Creek Elementary School  
6:30 – 8:00 PM



**What is FSA?**

**Did FCAT Go Away?**

**How can I help my child?**

If you've asked any of these questions, please plan on attending an FSA informational presentation. Each evening will begin at 6:30 and conclude by 8:00, and will consist of a writing and ELA session followed by a mathematics portion. Time for questions will be built into the process. For more information call 904-547-7503.

This Year We

GO

BIG

WE ARE RECYCLING BIG  
TO EARN BIG!

DONATE LASER PRINTER CARTRIDGES  
TO HELP US EARN TOWARDS OUR GOAL!



FOR MORE INFO VISIT [RECYCLINGFACTORY.COM](http://RECYCLINGFACTORY.COM)



## Food and Nutrition Services Parent Info Guide

### MEAL PRICES for 2015-2016:

Elementary Breakfast	\$1.25
Secondary Breakfast	\$1.25
Reduced Price Breakfast	\$0.30
Elementary Lunch	\$2.55
Secondary Lunch	\$2.75
Reduced Price Lunch	\$0.40
Extra Milk	\$0.60
Adult Breakfast	\$1.60
Adult Lunch	\$3.50

### Free and Reduced Priced Meal Application REMINDER:

Parents are encouraged to complete one Free and Reduced Price Meal Application per family, rather than one per child. The application can be completed ON LINE by going to [www.stjohns.K12.fl.us](http://www.stjohns.K12.fl.us) and clicking Free & Reduced Meal Application, which is located on the left side of the page under **Featured Links**. Once completed by the parent/guardian, the form is electronically sent to the Food & Nutrition Services Department for eligibility determination. A printable pdf application form is also available on this link. Schools have limited availability of printed applications. This single application for the family may be returned to any of the District schools where parents have a child/children enrolled; we prefer that parents return the application to the school where their youngest child is enrolled. The schools will be sending all completed applications to the District School Food Services Office for centralized approval. Until the application is processed and approved by the District Food Service Office, any meal charges will be the responsibility of the adult/guardian. The approval process can take up to ten (10) days at the beginning of the school year.

**Your student'(s) meal status (free or reduced) at the end of the 14-15 school year will continue up through September 21, 2015. Unless a new 15-16 Family Meal Application has been processed and approved by September 21<sup>st</sup>, your student'(s) meal status will revert to PAID.**

**HOW DOES THE STUDENT ACCESS THEIR MEAL ACCOUNT AT THE SCHOOL?**

All students will receive a personal identification number (PIN) for their meal account from the food service manager at school start up. This can range from a three to five digit number. Your student should memorize this number and not share with any other students as this number is directly tied to their personal account. Your student will use this PIN number until he/she leaves that school. When the student moves to middle or a high school, a new number is assigned. Student Identification Scanners are used at some of the elementary, middle, and high schools and must be used to access their account. Please check with your student.

### **FORGOT YOUR LUNCH MONEY?**

Although students are to pay for their meal upon receipt, students may forget their lunch or lunch money. Each school has a policy, as established by the Principal, and the Food Service Manager as to what can be charged. In most cases your student will be allowed to charge up to one meal. There will be no charging of any a la carte food items to include entrees and snacks.

### **MEAL CHARGES:**

If your student does incur a charge, please ask your student and /or check your student's pockets or backpack for a note. You can also set up an account with PayPAMS.com to review student meal transactions.

### **ALA CARTE ITEMS:**

Many of the schools provide extra Ala Carte items, such as ice cream, baked chips, fruit juice in addition to many specialty items. These items range in price from \$.35 to \$3.50 and are **not** included in the free and reduced price meal program.

### **PARENTAL RESTRICTIONS:**

Restrictions can be placed on your student's meal account. Once restrictions are placed, they cannot be removed unless the parent provides the food service manager with a letter asking for the restrictions to be removed.

### **PREPAYMENT FOR FOOD ITEMS:**

Prepayments to your child's meal account with your VISA, MasterCard, or Discover credit card can be made. Log onto [www.Pay PAMS.com](http://www.PayPAMS.com) or call 1-888-994-5100. Payment can also be received by the food service manager in form of check or cash. If check is used, please indicate students' name and student

personal identification number (PIN) on the check in the memo section. Prepayment is encouraged as it assists in movement of students through the line.

### **FOOD ALLERGIES:**

If your child has food allergies, please provide the school nurse with a physician's note indicating the allergies and the appropriate substitutions that are recommended by the physician or medical authority.

### **COMMUNICATION WITH THE FOOD SERVICE MANAGER:**

The food service manager is on site prior to the school starting to begin breakfast meal preparation and departs from the school upon completion of lunch. Inquires should be made **prior** to meal service time or immediately after meal service. Please check with your school to determine the best time to contact the food service manager in the event that you have questions.

### **REFUNDS:**

Refunds are addressed at the school level and require a written request. Please contact the food service manager for a refund.

### **ACCOUNT BALANCES:**

Student account balances can be obtained on the web site [www.payPAMS.com](http://www.payPAMS.com) at no charge to you. Your student's account balance, either positive or negative, from the previous school year will roll into the new school year unless a refund has been requested.

### **MENU:**

Menus can be found on the St Johns County School District Website [www.stjohns.k12.fl.us](http://www.stjohns.k12.fl.us) under the Food & Nutrition Services Department tab.