



Kennedy Krieger School Food Service Program

Overview

Kennedy Krieger School Food Service, in compliance with the United States Department of Agriculture and Maryland State Department of Education regulations, has implemented policies and procedures to promote food safety, nutrition education and healthy nutritious meals. The Food Service Department leads the Wellness Program in promoting healthy eating and being active for now and in the future.

Meal Service

Fresh and nutritious meals are prepared on site and served daily. Breakfast meals are served in the classrooms offering the following:

- Whole grain cereal, whole grain breakfast bar or Whole Grain Muffin, Cheese stick or yogurt, milk, juice or fruit.
- Lunch is served in the cafeteria or the classroom.
 - Menus written monthly to include student favorites, different cuisines and cultural foods, and holiday and celebration foods all following USDA and MSDE requirements and regulations
 - Meal consists of an entrée, two sides, fruit and milk. Entrée and sides will feature options of different proteins, vegetables and whole grain components. (other beverage options include juice and water)
- **Monthly menus are available for the parent(s)/guardian(s) online at <https://myschoolmenus.com/organizations/2029>**
Select the school you wish to view, and the meal period.
- Kennedy Krieger Schools (High School, LEAP, Fairmount) are Community Eligibility Provision or CEP schools. **All students are eligible for free breakfast and lunch.**
- Kennedy Krieger Schools will no longer be accepting Free and Reduced Meal Applications as they are no longer necessary with our CEP eligibility.
- Students in the High School are able to purchase a la cart items, extra slices of pizza and additional meals from the cafeteria. Students in Fairmount and LEAP are able to purchase additional meals and extra slices of pizza from the cafeteria. **These additional foods are not free. Students will need to purchase these foods from the cafeteria.**
- Cost of Additional Meals outside of the free CEP meals are: **Breakfast- \$2.50 Lunch \$4.00**
- A la cart items (High School Only) will vary depending on the item selected but may range from \$0.50-\$3.00
- **Payment options include:**
 - Students may bring cash for daily purchases, or for a cash deposit into their school lunch account.
 - Students may bring checks to deposit on their student lunch accounts
 - Parents may make deposits using a credit/debit card or e-check on the website <https://kennedykrieger.familyportal.cloud>

New School Year

In the summer, a packet will be sent to parent(s)/guardian(s) **VIA EMAIL** containing information about forms which need to be completed for the new school year and sent to the Food Service Department. **Please make sure you have your updated emails on file with the school.**

Special Dietary Needs

The Food Service Department serves special dietary meals for students who need special modification to their meals:

- Gluten-Free Casein Free, Gluten-Free and Modified Consistency meals are provided for all students who require them
- It is required by USDA and Maryland State Department of Education that a Physician Order Form **must be** completed stating in detail the foods which are restricted from the student's diet
- Forms must be on file at Nurse's office
- Physician Order Form can be obtained from the Food Service Department or the Nurse's office.
- Forms **must be** signed by the Physician (parent's signature will not be accepted)
- Nuts are not served in any form.
- Texture-modified diets are available for students with chewing or swallowing concerns.
- The Food Service Department will accommodate food requests within its means. Requests for food changes by the parent are not accepted.
- Lactaid milk is available for Lactose intolerant diets, which is available at each meal.

Student Food Account

Student Food Accounts allows the student to purchase additional meals and a la cart items without having the students pay in cash.

- All Students enrolled already have a food account. Whether or not a family chooses to use the account is up to the family. Families who pack breakfast and lunch may want to add money to their student's account for a la cart purchases such as snacks or beverages, or if the students would prefer to have any of the items served in the cafeteria that day.
- Funds can be deposited on line at: <https://kennedykrieger.familyportal.cloud>. A mobile payment can be made on any mobile device
- Money may be put into the student's food account at any time by sending in a check, money order or cash.
- When sending money such as check or cash to the school to be deposited, please use the deposit money form provided to help school staff direct the payments to the appropriate student accounts.
- To ensure correct posting of funds into a student's account:

- Make sure the student's full name is on the check or money order and sent in an envelope with the student's full name on the front of the envelope.
- Cash should be sent in a sealed envelope with the student's full name on the front of the envelope.
- The Food Service Department is not responsible for funds sent in with a student until it is received by the Food Service staff.
- The parent/guardian will be notified when the student's Food Account is getting low which will give time to replenish the Food Account.
- Students will lose their privilege to purchase additional foods, additional slices of pizza, or a la cart foods if their account does not have enough money to make a purchase.
- Any check returned for insufficient funds will be charged a \$25.00 bank processing fee.
- A student's food meal account is considered low, when the available funds are between \$10.00 and \$2.50. Text messages and emails will be sent to families with reminders to add money to their meal account. Once the food meal account balance reaches \$0.00 or less, the student will no longer be able to purchase additional meals or a la cart items.
- Monthly notifications will be sent to all families with account balance and history
- Self-help tutorial for setting up an account can be found at <https://youtu.be/WvE3bDCw0s4>
- Self-help tutorial for making a deposit can be found at <https://youtu.be/Si5-BXvftx0>
- Self-help tutorial for customer options can be found at <https://youtu.be/gj8483mcfng>

Two Hour Delay Days-

Both breakfast and lunch will be offered to students when the school is on a two-hour delay.

Kennedy Krieger School

Food Service Program

Student Special Dietary Needs for 2026-2027

The Food Service Department provides meals for students with special dietary needs including:

Modified Consistency – the need for different textures of food items for the safety of the student while eating. The school serves the following textures:

- **Chopped** – Food will be chopped into bite sized pieces
- **Ground** – Food will be soft or small enough to swallow with little to no chewing
- **Pureed** – Food will have a smooth texture similar to pudding.
- **Thicken Liquids** – Food will have “Thick-it” powder, is used for thickening liquids and prepared by trained school staff.

Allergies – The need for certain foods to be omitted from a student’s diet to avoid having an allergic reaction, which can be life-threatening.

Intolerances – The need to avoid food items that cause adverse reaction when eaten

Special Diet Plans – The student is placed on a special diet to meet his/her nutritional needs

- Gluten Free
- Casein Free
- Vegetarian
- Vegan

The Maryland State Department of Education requires a completed physician’s form (attached) to be filled out and on file at the student’s school. The form must be resubmitted every school year. A student’s special dietary needs will be followed according to the physician’s orders.

Any changes to a student’s existing diet during the school year must be documented in writing by a physician. Special requests concerning a student’s diet must be presented in writing from a physician to be considered valid. A student’s parent/guardian will receive a monthly menu. Menus cannot be submitted to be followed for an individual student.

KENNEDY KRIEGER SCHOOLS

Diet Modifications for Meals at School for Children with a Food Allergy or Disability

SCHOOL YEAR 2026-2027

Date: _____

Name of Student: _____

DOB: _____

DIAGNOSIS OF Disability, Food Allergy or Intolerances that requires the student to have a diet modification:

How does the ***disability restrict the diet:***

_____?

Brief description of the ***major life activities affected*** by the disability:

FOODS TO BE OMITTED and SUGGESTED SUBSTITUTIONS:

Please check the food group(s) to be omitted. List specific foods to be omitted and suggest substitutions.

Use the back of this form or attach additional information as needed.

FOODS TO OMIT

SUGGESTED SUBSTITUTIONS

() Milk/Dairy Products _____

() Allergy () Intolerance

() Eggs/Egg Products _____

() Wheat/Wheat Products _____

() Soy/Soy Products _____

() Peanuts _____

() Tree Nuts _____

() Fish _____

() Shellfish

() Other _____

MODIFICATED CONSISTENCY DIETS:

Textures allowed: () Chopped () Ground () Pureed- Purchased pureed food served only

Thicken Liquids Consistency: () Nectar () Honey () Pudding () Other:

Feeding Equipment:

DETAILED INFORMATION REGARDING DIET OR FEEDING:

I certify that the above named student needs diet modifications as described above because of the student's disability or food allergy:

Licensed Physician's Signature:

Office Phone:

Fax Number:

Physician's Printed Name:

I understand that if my child's medical needs change; it is my responsibility to notify the school and to provide an updated Diet Modification Form completed by the physician. I give my permission to share the information on this form with the individuals who take part in the care of my child during the school day.

Parent/Guardian's Signature:

Date:

Phone:

Mail to: Attn: Nursing Office
Kennedy Krieger High school
3825 Greenspring Avenue
Baltimore, MD 21211

Phone: 443-923-7825

Reviewed by School Nurse: _____ Date: _____

In accordance with the Maryland State Department of Education Management and Operations Memorandum #16 (4/00)

Kennedy Krieger Food Service Program

Parent Permission to Serve Meals at School 2026-2027

Please complete and return this form. Any parent(s)/guardian(s) who would like to have restrictions on their students' meals **MUST** have this form on file.

If you do not wish to have restrictions on your student's meal account, you DO NOT need to fill out this form.

Parents will be responsible for any additional meals and a la cart items purchased outside of the free meals provided with CEP

Tell us how we should handle your Student's meals at school.

_____ I will not allow breakfast meals served to my student during the school year.

_____ I will not allow lunch meals served to my student during the school year

_____ I will not allow for any meals to be served unless I give temporary permission. Please do not serve my student school meals unless I reach out to the school and give permission for the day.

- ❖ If you wish, you may send a packed meal and drink with your student each day. Additional Milk is also available to purchase for \$0.45
- ❖ A la Cart Items (High School Only) may vary from \$0.50 - \$3.00
- ❖ Additional Full Price Meals students must have a food account and funds available to be able to purchase meals or funds in hand such as cash or card. Cost of meals: Breakfast-\$2.50 Lunch-\$4.00
- ❖ Please fill out the Deposit Form (attached) and submit the form with payment to set up a food account or replenish any existing account. Follow the instructions on the Deposit Form for making payments. Deposits can be made by credit card or check on-line at:
<https://kennedykrieger.familyportal.cloud>

I have read and understand the policies concerning your meal program.

Student's Full Name: _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian E-Mail address: _____

For additional information, please contact the Manager of Food Services:

Matthew Palermo: 443-923-7825

Fax to: 443-923-7765

E-Mail: palermom@kennedykrieger.org

Kennedy Krieger Food Service Program Account Deposit Form

Date_____

Student's First Name_____

Student's Last Name_____

Phone Number_____

Amount of Check or Money Order_____

Parent's/Guardian's Email Address_____

Please return the Deposit Form to ensure there are funds available in your child's food account. To ensure payments are deposited into the correct student's accounts:

- **Cash:** Send in sealed envelope with student's full name on envelope.
- **Check or Money Order:** List the student's full name on the check or money order, then place in envelope, seal, and put student's full name on the envelope.
- Check or Money Order should be made payable to Kennedy Krieger Institute
- **Deposits** can also be made on-line at <https://kennedykrieger.familyportal.cloud>

Cost of Additional Meals outside of the Provided Free CEP Meals:

Breakfast Meal - \$2.50 Lunch Meal - \$4.00

Extra Milk- \$.45

A la Cart Items (High School Only) may vary from \$0.50 - \$3.00

Payment can be sent into school with student or mailed to 3825 Greenspring Avenue, Baltimore MD 21211

Weekly notices are sent to parents/guardians when their student's account balance is low or overdrawn.

Any check **returned for insufficient funds will be charged \$25.00** for processing by Kennedy Krieger Institute

Civil Rights Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

fax:

(202) 690-7442; or

email: program.intake@usda.gov.

Complaints received on site will be forwarded Matthew Palermo, Food Services Manager, and then forwarded to MSDE for resolution. Complaints will not be resolved internally.

This institution is an equal opportunity provider.

The Maryland State Department of Education does not discriminate on the basis of age, ancestry/national origin, color, disability, gender identity/expression, marital status, race, religion, sex, or sexual orientation matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated

youth groups. For inquiries related to Department policy, please contact: Agency Equity Officer, Equity Assurance and Compliance Office, Office of the Deputy State Superintendent for Finance and Administration, Maryland State Department of Education, 200 W. Baltimore Street - 6th Floor, Baltimore, Maryland 21201-2595, 410-767-0426 – voice, 410-767-0431 – fax, 410-333-6442 - TTY/TDD.