Dear Weston Elementary Families,

I am writing to share an important update about school lunch service on early-release half-days for our elementary students. Beginning on **Wednesday, November 4, 2026**, Weston Public Schools will offer lunches on the **first half-day Wednesday of each month**.

Meal Details

- **Menu:** Our elementary food service teams will prepare fresh, grab-and-go cold lunches (such as a bagel with butter and cream cheese packet, sunflower seeds, yogurt, fresh fruit, and a vegetable).
- **Nutrition & Allergen Info:** Each bagged lunch complies with USDA meal requirements and includes all five meal components: a meat/meat alternative, fruit, vegetable, grain, and milk. At the Field School, milk will be available from the milk chests. All meals will be clearly labeled with ingredients and allergen information.
- **On-Site Consumption:** Per state and federal regulations, students must consume meals at school during the designated time and cannot take them home.

School Building Procedures

- **Woodland & Country Elementary Schools:** Food service staff will deliver grab-and-go lunches directly to classrooms during students' normal snack time starting at 9:30 AM. Students will eat their lunch during snack time.
- **Field School:** Students will go to the cafeteria during their snack time, select their lunch, enter their PIN at the register, and return to the classroom to eat.

How to Order (Action Required)

If you would like your child to receive a lunch on early release Wednesdays, **you must complete the ordering form in the PowerSchool Parent Portal before each service date.**

- **Form Name:** Elementary School Half Day Lunch Request Form
- **Ordering Deadline:** The PowerSchool order form must be completed by **9:00 PM on the Sunday before** the half-day (for the November 4th half-day, the deadline is **Sunday, November 1st at 9:00 PM**).
- **Processing:** Building main offices and food service staff will pull order lists on Monday morning to prepare meal counts.

We appreciate your partnership as we roll out this new service to support our students. If you have any questions about the ordering process or food service details, please contact my office.

Sincerely,

Neil L. Trahan, Ed.D
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