

# Crookston Public Schools FREE MEAL SERVICE

During the temporary school closure  
due to COVID-19

**State Date:** Monday, Nov. 23, 2020

**When:** All regularly scheduled school days  
during the temporary school closure

**Time:** 11:00am – 12:30pm

**Location:** Highland Elementary School  
801 Central Ave. N.  
Crookston, MN 56716

**Contact Number:** 218-281-5313 x 7

## Meal Service Procedure

### **Grab-and-Go Option:**

1. If you are able, we ask that you utilize the grab-and-go meal option.
2. You do not need to request a meal in advance to utilize the grab-and-go option.
3. Drive to the front of Highland Elementary School between 11:00am-12:30pm. Walk to the main entrance of the school. A school employee will meet you at the doors.
4. The school employee will ask how many meals you will need. Children do not need to be present in order to pick up the meals.
5. You will receive 1 breakfast and 1 lunch for each child 18 years and younger requesting a meal. Please note that if you will not be eating these items immediately, refrigerate for later consumption.
6. Please follow CDC and MDH guidelines while picking up meals, to include wearing a mask and practicing social distancing.
7. Meals will be handed out on a first come, first serve basis.

## Meal Service Procedure

### **Delivery Option:**

1. Delivery option is available for those within city limits who are unable to pick up a meal. *Please utilize the grab-and-go option if you are able.*
2. You must request deliveries in advance in order to receive this service. Delivery requests are made online only, following the procedure outlined below.
3. Meals will be delivered to your requested location daily between 11:00am-12:30pm.
4. You must place a box or tote at the end of your driveway or curb labeled "Meal Drop-off" and all meals will be placed within that container. You are responsible for maintaining your box or tote for deliveries.
5. If your residence is inside an apartment building, please place the box outside the front of the apartment building.
6. We will *NOT* drop off meals if there is not a clearly labeled container to put them in or if we are unable to get to the container safely for any reason, including snow. Meals will *NOT* be delivered to your front door.
7. Delivery service may be cancelled due to inclement weather. Please check KROX for weather related announcements.
8. If you are not eating immediately, please refrigerate for later consumption.

### **How to request the delivery option:**

1. Go to the Crookston Public School Website at [crookston.k12.mn.us](http://crookston.k12.mn.us)
2. Go to 'Departments' and then click on 'Food Services'
3. On the right side, you will click on 'Meal Delivery Request'. This will take you to the request form.
4. Fill out the request form completely and submit.
5. You will receive a confirmation e-mail once food services has received your request.

## Questions:

### Who can receive a free meal?

All children who are 18 years and younger can receive free meals during this emergency closure. Children do not need to be enrolled in Crookston Public Schools.

### What will the meals consist of?

Each student who requests a meal will receive one breakfast and one lunch for that day.

Breakfast will consist of a grain item, milk, and fruit or fruit juice.

Lunch will consist of an entrée item (grain and protein), a fruit, a vegetable, and a milk.

Menus will be posted. All menus are subject to change, without notice, due to inventory levels, availability, and delivery challenges.

### How and when will we get the meals?

Both meals will be received from 11:00am-12:30pm via pick-up location in front of Highland Elementary School or delivered to the student(s). Please see the procedure section on this flyer for more information.

### What days will meals be available?

Meals will be available on all regularly scheduled school days based off the Crookston Public School Calendar for as long as the temporary school closure is in place.

### Do I need to request a meal in advance?

If you are utilizing the grab-and-go meal option, you do NOT need to request a meal. Meals are given out on a first come, first serve basis.

If you are utilizing the delivery option, you must request a meal in advance via the online request form. Please see the procedure section on this flyer for more information.

### I don't have a box to put outside my residence, how can I get one?

Contact [annaogaard@isd593.org](mailto:annaogaard@isd593.org) and we can drop off a box with your first requested delivery. You are responsible for maintaining this box.

### How will I know when my meals have been delivered?

You will not be directly notified when your meals have been delivered. You are responsible for monitoring your drop-off location between 11:00am – 12:30pm on each regular school day. Meals will be delivered based on the procedure section of this flyer.

### Why were my requested meals not delivered?

There could be a number of reasons why your requested meals were not delivered:

1. You do not have a clearly labeled box or container at the end of your drive way or curb in front of your residence that we can safely put your meals in.
2. We were unable to access your box or container for any reason, including snow or pets.
3. We have cancelled meal deliveries for today due to inclement weather. Please refer to KROX for inclement weather cancellations.
4. You did not complete the online request form or the online request form was incomplete.
5. You did not give proper consent for delivery on the online request form.

### Who should I contact if I have questions?

Questions about this service can be directed to Anna Ogaard-Brekken at 218-281-5313 x 7 or [annaogaard@isd593.org](mailto:annaogaard@isd593.org)

*Please follow CDC and MDH Guidelines for public outings if coming to pick up meals in order to keep our staff safe. This includes wearing a mask and practicing social distancing.*

This institution is an equal opportunity provider.