

March 16, 2020

Dear Parent(s) and Guardians:

Included are two important communications for families. The first is from Mr. Keith Lavoie, Director of Operations, which outlines a **Bagged Lunch Program**. The second is from Ms. Julie Doyle, Director of Instructional Technology and Digital Learning, which outlines **how to access technology devices** for *NSBORO-Connect*. If you have any further questions after reviewing the information, please feel free to reach out to Mr. Lavoie or Mrs. Doyle.

Respectfully,

Gregory L. Martineau
Superintendent of Schools

Technology Device Loan Program

What if a student/family does not have access to technology at home?

If you are unable to provide a device for your child to access *NSBORO-Connect* optional learning opportunities, please fill out the form below by Tuesday, March 17, 2020, at 1:00 p.m. to request a device to be loaned to you by the District.

<https://forms.gle/mjVZCu6U2Yu1vqKC9> (English)

<https://forms.gle/DmkRS1wsxrYarpwF8> (Arabic)

<https://forms.gle/3SXK4ZEgbUEo2ZL8A> (Simplified Chinese)

<https://forms.gle/vvocLcFbXXKSG5nP9> (Portuguese)

<https://forms.gle/mPFCf499VZ9RrgSt9> (Spanish)

Devices will be available for pick-up on Wednesday, March 18, 2020, from 11:00 a.m.-2:00 p.m. in two locations.

- Southborough students in grades K-8 should pick-up a device at Trottier Middle School.
- Northborough and Algonquin students in grades K-12 should pick-up a device from Algonquin.

A parent must be present at the time of pickup to sign a loaner agreement. All parents should enter through the main lobby of each building.

Bagged Lunch Program

Dear Parent(s) & Guardians(s):

The Public Schools of Northborough and Southborough will be offering all school-aged families the opportunity to pick-up free bagged lunches. By the schedule outlined below, 2 bagged lunches will be available for each child on the day of pick-up. Bagged lunches will be available until school is back in session. This effort is being coordinated by our Food Services Managers - Kyle Parson and Dianne Cofer.

How to order a lunch for pick-up?

The order and pick-up location is based on where you live, not based on where your child attends school.

Please complete this form to submit an order:

[COVID 19 Food Services Order Form](#)

Who is the contact person for each town?

Northborough - Dianne Cofer - dcofer@nsboro.k12.ma.us or (508) 351-7010 Ext. 1049

Southborough - Kyle Parson - kparson@nsboro.k12.ma.us or (508) 486-5115 Ext. 71228

Orders need to be placed by noon the day before each scheduled pick-up. For example, to receive lunch on Wednesday, March 18th all orders need to be received by Tuesday, March 17th at noon.

What will the pick-up schedule be?

- Wednesday 3/18 (2 bagged lunches)
- Friday 3/20 (2 bagged lunches)
- Monday 3/23 (2 bagged lunches)
- Wednesday 3/25 (2 bagged lunches)
- Friday 3/27 (2 bagged lunches)

Where/when do I pick-up the bagged lunch?

- Southborough residents-pick-up at **Trottier Middle School between 11:00 a.m. and 1:00 p.m. at the cafeteria side of the building.**
- Northborough residents-pick-up at **Algonquin Regional High School between 11:00 a.m. and 1:00 p.m. at the cafeteria doors using the main entrance parking lot.**
- There will be signage at each location to direct parents to the pick-up location.
- Pick-up will happen at the designated entrances **ONLY**.
- Please park your car and walk up to the designated entrance. You will not be allowed to enter the building.

What are the menu options?

The Food Service Managers will be preparing sandwiches, such as Italian, turkey, or peanut butter and jelly sandwiches, with a serving of fruit, milk, and chips. This is subject to product availability and may need to be adjusted accordingly. *Any allergy concerns should be shared when the order is placed.*

Who is eligible for bagged lunch?

All families with school-aged children are eligible for this service.

We want to ensure that all families are supported. If a family is in need of any services, we encourage you to reach out to your building's principal or nurse for guidance.

We have heard from many residents wishing to assist or donate to this effort. Although we appreciate the generosity, we are maintaining control of the passage of food and its sourcing through our Food Services Managers.

In addition to this program, the Northborough and Southborough Food Pantries are open and operational. If you wish to donate food or give a monetary contribution, please reach out to the community food pantries directly. More information about the community food pantries can be found on each pantry's website:

Northborough - <http://nfpantry.org/nfp/>

Southborough - <http://www.southboroughfoodpantry.org/>

If you have any questions, please email me, klavoie@nsboro.k12.ma.us or call (508) 486-5115 Ext. 71216.

Stay Safe,

Keith T. Lavoie
Director of Operations
The Public Schools of Northborough & Southborough

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