

Dear Staff,

We are trying a new snack procedure that I'm hoping will save all of us some time and solve some of the accuracy issues caused by the current leftovers/ordering system.

Starting January 1, we will be following the snack schedule below:

Week 1: Choice of Fruit Cup, Bag, or Cracker

Week 2: Choice of Bar, Cup, or Apple

Week 3: Choice of Cracker, Apple, or Bar

Week 4: Leftovers

On weeks 1 and 2 you will receive a full case of 3 items and the children will have those 3 options every day that week. On week 3 the children will have their choice of the 3 listed items from your leftovers and on week 4 you can put out everything you have left, to use it up.

I will print you a new snack calendar at the beginning of each 4-week cycle, listing the actual items that were ordered, so you can accurately fill out your calendar. Each month I will order different items than the month before. The first 4-week Calendar is attached. (Kindergarten AM Snack will remain the same).

Some of the benefits of the new system are:

1. You will have to do half as many grocery pick ups at the office.
2. You will no longer have to submit leftovers lists.
3. I will not have to separate the orders each week.
4. We can focus on ordering the items that we know the children like best (based on the recent survey) while still providing them with at least 3 options daily.

Like any new system, I'm sure there will be growing pains. I have tried to anticipate some of the potential problems, and brainstorm solutions. Some of those expected challenges are:

1. I expect it may be a challenge to ensure you do not run out of certain items early in the week, leaving you stuck with no choices by the end of the week. I have included a breakdown of how many of each item to put out daily if you want to ensure you have enough for all the days that item will be served. (This chart is just a resource; you do not have to follow it).
2. Since we will only be ordering twice per month, you will be getting more snacks than you're used to getting at once. If you're concerned about storage space, you could:
 - a. Take your grocery cart to your center and use it for spillover (it will no longer be necessary to leave the carts here in the office).
 - i. Side note: The snack carts can still be used to transport snacks to your car/center, as they convert to a dolly for boxes when the bag is removed. (See me if you need me to show you). The larger carts without bags can fit most of the boxes inside.
 - b. Anything that you don't have space for can be left in a box/bag/your cart under your center's sign in the office.

Please feel free to come to me with any questions or concerns.

Thank you,
Bethany