

## **pilotED Food Pantry Protocol, Updated 10/7/20**

- PilotED schools has an in-house food pantry available for families of students. This is separate from the School Lunch Food Service that goes home on Tuesdays.
- Pick up is drive through only and is on Fridays from 10 am-12 pm
- Any time there is no school on Friday (holidays, breaks, snow days, other scheduled days off), there will also be no pantry pick up
- In order to use the pantry, you need to place an order on the Food Pantry Order Form, which you can find on your student's Clever page and also on the Parent Portal on our website.
- **You can fill out the form any day of the week, but for pick up on Friday, we must receive your order form by the end of the day on Wednesday. Anything that comes in after that will be rolled over to the next week.**
- On the order form, you will choose a time for pick up between 10 and 12. Please do your best to arrive on time. If you need to change your time or cancel, please text Ms. Jenn at (317) 998-5560.
- You will receive a confirmation text on Thursdays if we received your order, asking for a response. **Please reply to this text.** If you do not receive a confirmation text by the end of the school day on Thursday, then we did not receive your order.
- To pick up, pull around to the pantry door in the back. If you do not see anyone, please text Ms. Jenn at (317) 998-5560 or call the front desk.
- Pantry staff will bring your order out to the car.