



LEARNING • ACHIEVEMENT • GROWTH • DIRECTION



# POCANTICO HILLS CENTRAL SCHOOL

599 Bedford Road • Sleepy Hollow, N.Y. 10591 • 914-631-2440 • fax 914-631-3280 • [www.pocanticohills.org](http://www.pocanticohills.org)

March 19,2020

Dear Families,

We recognize that the closure of school can cause much disruption to your lives. We are so happy to be able to share some positive information with you. It is our intent to support all children in our at-need community, this includes children in the Free/ Reduced Community and children of healthcare professionals and full-time first-responders. Pocantico Hills is committed to ensuring your family will continue to receive the delicious meals that Chef Kassie and her team provide to the students daily.

- If you have already spoken or emailed with one of the Pocantico Team Members about this matter and have declined to receive meals, please disregard the information below.
- If you have not spoken or emailed with one of the Pocantico Team Members about this matter and are interested in having meals delivered for your family, please contact us with the following information. You can reach us at (914)631-2440 ext. 116 or [kkeehn@pocanticohills.org](mailto:kkeehn@pocanticohills.org)
  - Family Name/ Names of Children who attend Pocantico Hills CSD.
  - Does your child have food allergies? If so, please specify, their name and allergies.
  - Do you have refrigeration restrictions? Yes/No
  - Please see the information below about information.
- If you have already touched base and received a delivery, below is the information for future deliveries. If you ever need to change anything regarding your delivery, please contact, [kkeehn@pocanticohills.org](mailto:kkeehn@pocanticohills.org).

## ***DELIVERY PROTOCOL***

Deliveries will occur every Monday between 12:00 – 1:00pm. The delivery is a 5-day meal kit, including breakfast, lunch, and snacks. A Pocantico Hills staff member will deliver the food to your home. In order to be aligned with best social distancing practices, the staff member will knock on your door, and then leave the food on your doorstep. These bags will have perishable items, so refrigeration is necessary in a timely matter. If no one will be home to accept the bags between 12:00 -1:00 pm, please let us know so that we can work with you to make other arrangements.

As always, we are here to support you in any way possible. Should you have any questions or concerns, please contact, Kassie Keehn in the cafeteria at [kkeehn@pocanticohills.org](mailto:kkeehn@pocanticohills.org) or (914)631-2440 ext. 116.

Stay healthy and safe.

The Pocantico Hills Team