



Dear Members of the Menlo Community,

Flik Independent School Dining is pleased to partner with Menlo School as the food service provider, and we look forward to another great year in the dining hall!

Flik strives to provide a dining experience that is both safe and enjoyable for all our guests, and we understand our role in helping to manage food allergies and special dietary needs. We take our responsibilities very seriously and want to provide you with a general overview of food allergy management for the upcoming 2023-2024 school year.

**Flik's Role and Responsibilities:**

- Flik follows allergy-safe practices and procedures set forth by F.A.R.E. (Food Allergy Research and Education) and provides formal training for all food service employees to understand the severity of food allergies; to be actively engaged in preventing food allergen contamination; and have ongoing dialogue with those students and faculty members requiring extra attention, so they do not feel shy or embarrassed by the need for such communication.
- Flik will provide ingredient information regarding allergens to the best of our knowledge when requested. We cannot, however, guarantee the labeling accuracy of allergens not covered by current food allergen labeling laws on the packaged products that we utilize. If the exact ingredients of an item cannot be determined, students with food allergies will be discouraged from consuming that item.
- Our management team scrutinizes all new processed products entering the kitchen. However, if the manufacturer of a product that we have deemed safe in the past changes its manufacturing methods or ingredient profile, and does not provide us with proper notification, we cannot promise our staff will identify the change immediately. All vendors are made aware of our policies at the onset of our relationship and continuously throughout our ordering relationship. Vendors understand that lapses in their commitment would mean the cessation of our business relationship.
- While Flik will attempt to prevent food allergic students from consuming their allergen(s) of concern, the responsibility for selecting safe foods must remain with the student and their parent(s). Flik will provide ingredient information as requested but cannot be responsible for individually guiding food allergic students in their daily food choices.



### **Family's Role and Responsibilities:**

- Please notify Joan Barada, Menlo's nurse and health coordinator, of your child's allergies. Joan will work with Flik to develop a plan that accommodates the child's needs. We expect and are dependent upon updated, accurate information requested for all food allergens to be correct in the Magnus Health portal specific for your student.
- Students should not trade food with others, not eat anything with unknown ingredients or known to contain any allergen, and be proactive in the care and management of their food allergies. They should notify an adult immediately if they eat something they believe may contain the food to which they are allergic. It is the student's responsibility to ask a food service employee, who will then notify the Executive Chef, of any requests for specially prepared items or gluten-free bread products. Specially prepared meals will need to be coordinated ahead of time with the Executive Chef, allowing at least 48 hours' notice.

### **Information about Lunch Service at Menlo:**

- Flik has a peanut butter and jelly station in a clearly labeled area away from the main serving line. If your student has a peanut or tree nut allergy, please let us know so we can ensure the student is provided a meal free of cross-contact.
- A rotation of offerings to accommodate special dietary needs will be available daily. Flik is committed to providing a variety of options for individuals with food allergies.
- We suggest that students with food allergies not utilize self-service stations such as the salad bar and the deli, as offerings from these stations pose a high risk for cross-contact. Students that would like something from the salad bar or deli should ask a food service team member, who will notify the designated Ingredient Expert.
- Our Ingredient Expert serves as a single point of contact during lunch service, who has additional training in allergies and special dietary needs. The Ingredient Expert will know all ingredients that went into food preparation that meal period, and they will be present and available during lunch to answer any questions and to coordinate with students who need assistance or individually prepared meals.

Flik will be posting one food allergy board at the entrance of the dining hall. The allergy board will be the central point of communication for those students with allergies, and will look as follows:

