

Website Layout Tips during COVID-19 School Closures

Purpose

Tips to clearly communicate meal service operations and procedures while schools are closed.

Keep these Sections Up to Date as Information Changes:

Basic information

- Eligibility criteria for children receiving meals
- Names and addresses of meal sites
- Days that meals are served: i.e., Daily; Monday (3 days of meals) and Thursday (2 days of meals)
- Starting and stopping time of meal service
- Type of service: i.e., Grab and Go; bus delivery to specific drop off locations, home delivery
- Information should be presented in English and any other languages relevant to your school and community population

Procedures

- Indicate whether the child must be present to receive a meal. If parents can pick up meals without the child present, list what type of identification they must bring.
- Include the step by step process parents must adhere to when picking up meals.
 - Customer service excellence: Provide a video of your staff modeling this process, if possible.

Additional Sections

- Other food resources available in the community (i.e., food banks)
- Easy to scan Frequently Asked Questions (FAQs)

Layout and Design

- Post a stationary (not sliding) homepage banner linking to COVID-19 information page that parents will immediately see when navigating to your website
- Dedicate a separate webpage or section for all meal information and updates
 - Clearly indicate the last time the page has been updated
- Embed map of meals sites on webpage
 - How to Create a Google Map with Your District's Feeding Sites:
https://www.chefannfoundation.org/assets/uploads/documents/Google_Map_Instructions.pdf



Website Examples

The below websites provide a visual representation of how to incorporate the above layout and design elements in order to make your content easily accessible to parents seeking information on meal sites and procedures.

[Bryan ISD](#) – sidebar button for meals

[Lake Travis ISD](#) – sidebar button for meals

[Little Elm ISD](#) – banner for COVID-19 information page

[Richardson ISD](#) – list of meal sites and addresses

[Denton ISD](#) – video tutorial for meal pickup procedure

[Frisco ISD](#) – bulleted list of procedures to follow at meal pickup

[Arlington ISD](#) – other food resources available in the community

[Waco ISD](#) – embedded meal site map

[Dallas ISD](#) – link to information in Spanish

[Bryan ISD](#) – sidebar button for meals

The screenshot shows the Bryan ISD website header with navigation links: Welcome, School Hours, Calendar & Events, Careers, Board, Español, and Search. Below the header is a navigation bar with links for PARENTS, EMPLOYEES, PROGRAMS, SCHOOLS, and MORE... The main content area features a section titled '"Grab & Go" Curbside Meals & Brazos Valley Food Bank Info'. A sidebar menu on the right contains several items, with a green arrow pointing to the item '"Grab & Go" Curbside Meals & Brazos Valley Food Bank Info'. Below the sidebar is a section titled 'BRYAN ISD HOME INTERNET ACCESS SURVEY' with a brief description of the survey's purpose.

COVID-19 UPDATE CENTER

THE LATEST - Messages from Dr. Whitbeck

GRADED At-Home Learning with Schoology

"Grab & Go" Curbside Meals & Brazos Valley Food Bank Info

Technology & Internet Access During COVID-19

Class of 2020

Stay Fit with Bryan ISD

BRYAN ISD HOME INTERNET ACCESS SURVEY

We want to ensure our students continue to be educated during this closure, which includes working to make sure our students have computer and internet access. To help us in this effort, it is very important you fill out the survey below.

[Richardson ISD](#) – list of meal sites and addresses

Two to-go meals per student will be available Monday-Friday from 11:30 a.m. to 1:30 p.m. at the following school locations:

- Audelia Creek Elementary, 12600 Audelia Road, Dallas, TX 75243
- Bukhair Elementary, 13900 Esperanza Road, Dallas, TX 75240
- Forest Lane Academy, 9663 Forest Lane, Dallas, TX 75243
- Hamilton Park Pacesetter Magnet, 8301 Towns Lane, Dallas, TX 75243
- Mark Twain Elementary, 1200 Larkspur Drive, Richardson, TX 75081
- Merriman Park Elementary, 7101 Winedale Drive, Dallas, TX 75231
- Northrich Elementary, 1301 Custer Road, Richardson, TX 75080
- O. Henry Elementary, 4100 Tynes Drive, Garland, TX 75042
- Richardson High School, 1250 W. Belt Line Road, Richardson TX 75080
- RISD Academy, 13630 Coit Road, Dallas, TX 75240
- Stults Road Elementary, 8700 Stults Road, Dallas, TX 75243
- Thurgood Marshall Elementary, 9666 Ferris Branch Blvd., Dallas, TX 75243
- Wallace Elementary, 9921 Kirkhaven Drive, Dallas, TX 75238
- Westwood Junior High, 7630 Arapaho Road, Dallas, TX 75248

Two to-go meals per student will also be available Monday through Friday from 11:30 a.m. to 1:30 p.m. at the following apartment complexes:

- Bosque Estates Apartments, 9655 Chimney Hill Lane, Dallas, TX 75243
- La Mirada Apartments, 901 S. Coit, Richardson, TX 75080
- Lavera at Lake Highlands, 9842 Audelia, Dallas, TX 75238
- Linear on Esperanza Apartments, 13450 Esperanza, Dallas, TX 75240
- Newport Landing Apartments, 10850 Walnut Hill, Dallas, TX 75238
- Northgate Village Apartments, 12303 Plano Road, Dallas, TX 75243
- Sienna Springs Apartments, 9455 Skillman, Dallas, TX 75243
- St. Croix Apartments, 12250 Abrams Road, Dallas TX 75243
- Sun Colony Apartments, 10075 Royal Lane, Dallas, TX 75238
- The Link, 9450 Forest, Springs, Dallas, TX 75243
- The Vineyards at the Ranch, 9350 Skillman, Dallas, TX 75243

[Frisco ISD](#) – bulleted list of procedures to follow at meal pickup

In an effort to maintain the health and safety of our families and Frisco ISD workers, Frisco ISD has updated our practices for delivery of meals to vehicles. Please note the following additions to our practices below:

- Plan to pick up a week's worth of meals at one time at one location.
- Please stay in your vehicle.
- Display student(s) name and ID# on a sheet of paper in the front passenger side window
- If available, open the vehicle's trunk for easy, quick transfer of meals and instruction sheet.
- If a trunk is unavailable, meals and an instruction sheet will be extended out on a tray. A family member must remove meals from the tray.

Please note that some of the campuses have moved their pick up locations around the buildings to be closer to cafeterias so child nutrition workers have easier access to our kitchens. Child Nutrition workers look forward to seeing you at the white tents.