



## TOWN OF LEE & LEE PUBLIC SCHOOLS

March 19, 2020

In conjunction with the Town of Lee, the Lee Public Schools are actively working to keep everyone well during these challenging times associated with the COVID-19 virus. One particular way that we are striving to be helpful is in regard to meal availability, at least in the foreseeable future. Beginning Tuesday, March 24, we will be making weekly packages of meals available to residents in Lee and Lee PS students from Tyringham. These will consist of five days worth of breakfasts and lunches. In order to assist us in planning for this venture, it will be important for you to let us know if you would like to take advantage of this opportunity. At this time, we are planning to deliver these packages to residents so there will be no need for you to leave home in order to benefit from this service.

It is the Town's intent to provide for those in need or otherwise grappling with food insecurity during this public health emergency. Town staff and volunteers will deliver any requested meals directly to your residence. Any resident in need of a meal should follow the instructions below:

### INSTRUCTIONS FOR REQUESTING MEALS

1. **Before NOON** on each Friday, please call the Lee Public Schools Meal Delivery Hotline at (413) 243-0336 EXT 3333 and leave a voicemail with:
  - a. YOUR NAME
  - b. STREET ADDRESS
  - c. TELEPHONE NUMBER
  - d. NUMBER OF MEALS (limit one per person, per day)
  - e. AGES OF CHILDREN IN THE HOME
- OR**
2. **Before NOON** on each Friday, please email the Lee Public Schools Meal Delivery Hotline email [lunches@leepublicschools.net](mailto:lunches@leepublicschools.net) and provide
  - a. YOUR NAME
  - b. STREET ADDRESS
  - c. TELEPHONE NUMBER
  - d. NUMBER OF MEALS (limit one per person, per day)
  - e. AGES OF CHILDREN IN THE HOME
3. Meals will be delivered beginning around 11:30am until further notice.

If you have any questions and/or concerns, please contact [lunches@leepublicschools.net](mailto:lunches@leepublicschools.net) for further assistance.

Sincerely,

Michael J. Richard  
Superintendent of Schools

Christopher J. Ketchen  
Chief Administrative Officer / Town Administrator