

pilotED Food Pantry Protocol, Updated 1/15/21

- PilotED Schools has an in-house food pantry available for families of students. This is separate from the School Lunch Food Service that is also provided to families.
- Food pantry delivery was only available during virtual instruction. We are not able to provide that service currently.
- Pick up is drive through only and is on Fridays, from 10 am -12 pm.
- Any time there is no school on a 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. A text will be sent out every Monday with the link to the form. If you miss the text, you can also find the form on our website, under Indianapolis Parents Portal, Parent Documents, Family Resource and Pantry Info, and then Weekly Food Pantry Order Form
- **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. ***Please reply to this confirmation 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. If we do not receive a reply to the confirmation text, we will not prepare your order.
- To pick up, pull around to the pantry door in the back at your scheduled time. 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.