



## NEW PARENT WELCOME PACKET

We look forward to delivering organic, balanced, scratch-made lunches to your school!

Included in this packet is all the information you need to get started - including how to order, allergy information, our current calendar, contact information and our ordering/cancellation policies. If you have any additional questions please don't hesitate to reach out! Our contact information can be found on the last page.

Everything is made from scratch in the Citizen Sprout kitchen in Los Angeles and delivered at your school's designated lunch time in compostable containers. We make all of our own sauces and snacks with simple, whole ingredients so that you can feel good about the food your kid is eating.

All of our school lunches include:

Organic ingredients

Local produce, whenever possible

Grass fed, wild and hormone/antibiotic-free proteins from responsible fisheries and ranches

Vegan, Vegetarian and Gluten-Free Options

No processed foods or artificial ingredients

No peanuts or tree nuts

# ABOUT US

As a working mom of 3 kids, I know what a struggle school mornings can be - "Please use a spoon with your yogurt, not your hands", "Shoes go on your feet, not your head", "Don't feed the dog your brother's breakfast", "What do you mean it's Superhero dress up day and bring your pet lizard to school day today?!"... and this is all before you have to think about packing a healthy, nutritious lunch for your child. We're here to take that off your plate. Our mission at Citizen Sprout is not only to provide your child with a fresh, organic, homemade meal delivered right to your school, but to also jumpstart their food curiosity and build the foundations for healthy eating habits. We can't wait to see your kiddos diving into our food and look forward to serving your school community!

Warmly,

Katherine Curtis, CEO / Owner  
+ Citizen Sprout Staff

## We're so much more than tasty school lunches...

### CATERING

Citizen Sprout is incredibly proud to offer our full-service catering division, Spooning by Citizen Sprout, headed by our Executive Chef, Sara Frost. Whether it's an intimate dinner for 10, cocktail party, a 250-person wedding or a kid's birthday party, we handle everything from the menu and event design to staffing and clean up.

Email [Sara@citizensprout.com](mailto:Sara@citizensprout.com) to learn more!

### MEAL DELIVERY PROGRAM

Whether you're a busy parent who struggles to get healthy food on the table for lunches or dinners, or an individual who's looking to get healthier and stop ordering take-out, you've come to the right place. Citizen Sprout's Weekly Meal-Delivery Program offers the perks of having your own, full-time private chef with the convenience and affordability of an a-la-carte meal delivery program.

Email [Sara@citizensprout.com](mailto:Sara@citizensprout.com) to learn more!

# HOW TO ORDER

1.) Visit [www.citizensprout.com](http://www.citizensprout.com) and navigate to School Lunch page - either through the top navigation or scrolling to the middle of the home page and selecting "Learn More" Once you reach the page, select "Parent Log In" to create an account.

Citizen Sprout

ABOUT US

SCHOOL LUNCHES

RETAIL GRAB+GO

INQUIRIES



## School Lunches

Ah, the sweetest age. Playful, impressionable, adorable, impossible to please. But development doesn't begin and end with mac and cheese, despite the cutest contesting. Leave it to Citizen Sprout to take on the challenge that is introducing new foods and nutrients to your littlests.

LEARN MORE

ALREADY ENROLLED? SIGN IN >

CHILD A

CHILD'S NAME - FIRST AND LAST!

Melanie Porras

SCHOOL

PS One

- None
- Red
- ✓ Orange
- Yellow
- Green
- Blue
- Indigo
- Violet
- Olders 4
- Olders 5
- Office

2.) Create an account with your name and email and select SCHOOL LUNCHES as your account Type.

Next add your child's name (first and last name) and school info. If you have one child, hit save and carry on.

See next page for info on multiple children

If you have multiple kids in our lunch program - either at the same school or different schools that we service - you can create profiles for each child which gives you the option to order different items for each child. We can accommodate up to 3 children/profiles. Keep track of which child belongs to which profile - A, B or C for ordering.

Select Update/Create Account and return to main account page.

Cancel

UPDATE ACCOUNT

Once you've updated your account information, click [here](#) to go back to the main account page.

CHILD A

CHILD'S NAME - FIRST AND LAST!

Melanie Porras

SCHOOL

PS One

PS ONE ROOM

Orange

CHILD B

CHILD'S NAME - FIRST AND LAST!

Oliva Porras

SCHOOL

PS One

PS ONE ROOM

Green

CHILD C

CHILD'S NAME - FIRST AND LAST!

Richard Porras

SCHOOL

Maple Tree Academy



3.) In your account, click to view all lunch options. Once on the Menu Pages, select the menu you'd like to order from. We post two months menus at a time.

[My Account](#)

Parents

Please enter your child's name and

Once this is set, you can view the



4.) Once in the Menu page, find your school's name and click to download the menu - you can print this out for your reference to see what your child is eating that day or to check the days your school is closed or has no lunch service. If your school is not open on a particular day you will see a message stating that your school is closed and you will not be able to order for that day.

Download your menu/calendar below to see your school's lunch schedule for the month:

- 10th Street - CLOSED / NO SCHOOL
- [The Academy - Manhattan Beach](#)
- [The Academy - Pasadena](#)
- [The Academy - Venice](#)
- [Beverlywood Montessori](#)
- [Culver City Montessori](#)
- [Discovery Days](#)
- [Enchanted Castle](#)
- [Maple Tree Academy](#)
- [Morning Glory](#)
- Piper Preschool - CLOSED / NO SCHOOL
- PS1 - CLOSED / NO SCHOOL
- [Seven Arrows Elementary](#)



**PS One is either closed or has no lunch service on this day. Please check your school's calendar and proceed to the next day.**

ADD TO CART

NEXT DAY >

CHECK OUT NOW

## 5.) Size Guide.

Our meals come in sizes “Big Kid” and “Little Kid”. For Preschool and Elementary we recommend “Little Kid”, for High Schools and Staff ordering, we recommend “Big Kid”.

6.) You’ll then have the option to order for the full month or to customize each day. If you choose to order for the full month your child will receive the Meal of the Day. Ordering for the month gives you a 10% discount. Please note that if you know your child will be absent more the three days of the month, you must order Day by Day. When you select your school from the drop down, select your size and the price shown calculates the size selected x the total number of days your school is open plus the 10% off.



Order For The  
Month - July

MEAL

Meal of the Day ▾

SELECT YOUR SCHOOL

Beverlywood Montessori ▾

18 DAYS OF LUNCHES\*

SMALL  MEDIUM  LARGE

ALLERGIES / DIETARY RESTRICTIONS?\*

No ▾

Total Price: **\$ 129.60**

7.) If you decide to order Day by Day, go to Customize Each Day

## Select your meal...

Choose the Meal of the Day or one of our Kid- Approved Classics - available every day:

- Cheese Pizza
- Chicken Nuggets
- Grilled Cheese
- Buttered Noodles
- Macaroni + Cheese
- Cheese Quesadilla
- Bean & Cheese Burrito
- Apple, Turkey Cheddar Sandwich
- Sunbutter & Jam Sandwich
- Caesar salad
- Meat & Cheese Plate



Jul 8th, Mon

\$ 7.00

MEAL  SIZE

ADD A DRINK

- MILK - \$1  HOUSEMADE CHOCOLATE MILK - \$2
- SPARKLING WATER - \$2  LEMONADE - \$3
- BLUEBERRY BANANA SMOOTHIE - \$3
- STRAWBERRY BANANA SMOOTHIE - \$3

ADD A SNACK

- VEGGIES AND HUMMUS - \$3  PITA CHIPS + HUMMUS - \$3.25
- CARROT STICKS W/ RANCH - \$3  FRESH FRUIT CUP - \$3
- YOGURT & GRANOLA - \$3 - \*NO VEGAN OPTION
- RANCH POPCORN - \$3

ADD EXTRAS

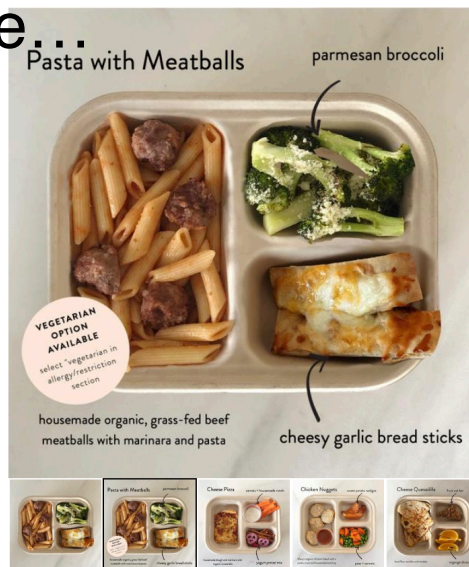
## ...your meal size...

We offer Small, Medium and Large sizes:

\$10 - Small

\$11 - Medium

\$12 - Large



Aug 13th, Tues

\$ 9.00

MEAL  SIZE

ADD EXTRAS

- ADD PARMESAN CHEESE
- SUB MARINARA SAUCE (BUTTERED NOODLES ONLY) - \$.50
- ADD SOUR CREAM + SALSA - \$.50  ADD GUACAMOLE - \$.75
- ADD RANCH - \$.25  ADD GRILLED CHICKEN - \$2

ADD A DRINK

- MILK - \$1.50  CHOCOLATE MILK - \$2.25  LEMONADE - \$3
- STRAWBERRY BANANA SMOOTHIE - \$3.25
- BLUEBERRY BANANA SMOOTHIE - \$3.25
- SPARKLING WATER - \$2

ADD A SNACK

- VEGGIES AND HUMMUS - \$3.25

ADD EXTRAS

- ADD PARMESAN CHEESE
- SUB MARINARA SAUCE (BUTTERED NOODLES ONLY) - \$.50
- ADD SOUR CREAM + SALSA - \$.50  ADD GUACAMOLE - \$.75
- ADD RANCH - \$.25  ADD GRILLED CHICKEN - \$2

ADD A DRINK

- MILK - \$1.50  CHOCOLATE MILK - \$2.25  LEMONADE - \$3
- STRAWBERRY BANANA SMOOTHIE - \$3.25
- BLUEBERRY BANANA SMOOTHIE - \$3.25
- SPARKLING WATER - \$2

ADD A SNACK

- VEGGIES AND HUMMUS - \$3.25
- PITA CHIPS + HUMMUS - \$3.50
- CARROT STICKS W/ RANCH - \$3.5  FRESH FRUIT CUP - \$3.5
- YOGURT & GRANOLA - \$3.5 - \*NO VEGAN OPTION
- RANCH POPCORN - \$3

....and add a drink, snack or meal extras!

You may also select Snack Only in the meal option to order just snacks for your child.

## 8.) Add any Allergies or Dietary Restrictions, if applicable.

We are a peanut-free kitchen and we don't use any tree nuts in our school meals.

ALLERGIES OR DIETARY RESTRICTIONS?

-- Choose Allergies or Dietary Restrictions? --

No

Yes

ADD TO CART

NEXT DAY >

CHECK OUT NOW

ALLERGIES / DIETARY RESTRICTIONS?

Yes

SELECT ALL THAT APPLY

- DAIRY (NO DAIRY)  SUB VEGAN DAIRY - \$1
- GLUTEN -FREE - \$1  ALL EGG  EGG (BAKED GOODS OK)
- SOY  PEANUTS / TREENUTS  SESAME  PORK
- FISH / SHELLFISH  KOSHER  VEGETARIAN
- OTHER (SPECIFY BELOW)

SPECIFY ALLERGIES OR DIETARY RESTRICTIONS

mangos

You may select as many allergies or restrictions as needed. If your child has a dairy allergy you may either select No Dairy and we will omit dairy from the meal for no charge or Sub Vegan Dairy for \$1. Because of the added cost for these items, we charge \$1 for Gluten-Free and Vegan Dairy substitutions.

### PLEASE NOTE:

While we don't use the above mentioned allergens in our school meals, we do have some of them in our kitchen and we use them in our Retail Store Meals.

While we take extra care not to cross-contaminate, if your child has a severe or life threatening allergy, we encourage you to be aware of the

SELECT CHILD PROFILE

A B C

Selected: **Olivia Porras / PS One / Green**

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Add / update your child profile(s) [here](#).

ADD TO CART

NEXT DAY >

CHECK OUT NOW

9.) Once you've made your selection select ADD TO CART. Continue for each Child Profile. You will need to select ADD TO CART for each profile.

When you ADD TO CART, your cart will appear on the righthand side of your screen showing all of your selections and your Child Info. If you're all set, CHECK OUT, if not, select NEXT DAY and continue ordering and customizing for the rest of the month!

**REMINDER!**  
 We have ONE menu for all schools so if your school is closed on a specific day, you won't be able to order for that day. The Add to Cart button will be disabled.

Cart

August 13th, Mon  
 Chicken & Spinach / Small / No Drink  
 Allergies or Dietary Restrictions? : Yes  
 Child's Name: Mary Lee  
 School: CHALK  
 Group: Hills  
 \$ 7.00


August 13th, Mon  
 Chicken & Spinach / Small / No Drink  
 Allergies or Dietary Restrictions? : Yes  
 Child's Name: Mateo Lee  
 School: CHALK  
 Group: Venice  
 \$ 7.00

SUBTOTAL \$ 14.00

Shipping, taxes, and discounts calculated at checkout.

CHECK OUT

10.) Proceed to checkout. You will see a breakdown of all of your orders in your cart. and your total. Double check to make sure everything is correct and proceed to payment information.

	QUANTITY	TOTAL
 <p><b>Jun 11th, Tues</b>            Cheese Lasagna / Small            Add Extras: add parmesan cheese            Allergies / Dietary Restrictions?: No            Child's Name: Olivia Porras            School: PS One            PS One Room: Green</p> <p>REMOVE</p>	1	\$ 7.00
 <p><b>Jun 10th, Mon</b>            Sour Cream + Onion Potato Chip Chicken Fingers / Medium            Add A Drink: Housemade Chocolate Milk - \$2            Allergies / Dietary Restrictions?: No            Child's Name: Melanie Porras            School: PS One            PS One Room: Orange</p> <p>REMOVE</p>	1	\$ 10.00

If you haven't done so, you will have one more opportunity to update your child's info. Note: You will not be able to proceed until this info is updated.

<p><b>Child Info</b></p> <div style="border: 1px solid red; padding: 5px; color: red; font-size: small;">             Please enter your child's name and school <a href="#">here</a> before placing your order.           </div>	<p><b>ORDER NOTE</b></p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>	<p><b>Subtotal</b> <span style="float: right;">\$ 57.50</span></p> <p style="font-size: x-small;">Shipping, taxes, and discounts calculated at checkout.</p> <p style="text-align: right;"><input type="button" value="UPDATE CART"/></p> <p style="font-size: x-small;"><input type="checkbox"/> I agree with the terms &amp; conditions.</p> <p style="text-align: right;"><input type="button" value="CHECK OUT"/></p>
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And that's it! You can order day by day, week by week or for the whole month all at once! Please note that the order cut off time for the following day is 12am. Please read our policies on Weekend Orders, Late Orders and Same Day Orders in the FAQ section.



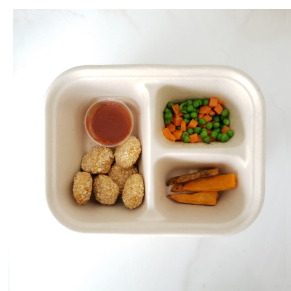
# POLICIES + FAQs

## OUR MENU: CHOICES & SIZES

Lunches include 1 main course and 2 sides and each day you will have an option of multiple choices a day. On each order page you'll find photos and descriptions of our meals so you can see and read about what your child is eating.

Lunches come in 100% compostable containers labeled with your child's name, a brief description of the meal and allergy stickers when necessary.

Lunches come in Little Kid (\$10 average) and Big Kid (\$12 average) sizes





## ORDER TIMES + CANCELLATIONS

The cut off time to order for the following day is 11pm. If you forget to order, depending on the menu for that day we can take a Late Order by calling (424) 209-7490 or by emailing [hello@citizensprout.com](mailto:hello@citizensprout.com) up to 7am the day of. Late Orders incur a fee of \$2.

Kid's get tummy aches, aunties come in last minute from out of town - we understand that sometimes you may need to cancel. If you need to cancel, we ask that you let us know as soon as possible by email. All cancellations will be issued a credit to be used on a future order. Same day cancellations must be submitted by 7am to receive a credit.

Office Hours are 7am to 5pm - Monday - Friday. Feel free to call or email during that time for any questions. If you reach us after Office Hours, we will promptly respond to you the following morning.

## ALLERGIES

At Citizen Sprout we are a peanut-free kitchen and we don't use any tree nuts in our school meals.

We do have allergens in our kitchen and we use them in our Retail Store and Home Delivery Menus. While we take extra care not to cross-contaminate, if your child has a severe or life threatening allergy, we encourage you to be aware of the risks. We are happy to accommodate as many allergies or restrictions as necessary. Due to the cost of some special ingredients there is an additional fee.

Your school may have specific food restrictions that may show up on our menus (example: sunbutter, pork, shellfish, etc.) Please make sure you are aware of your schools restrictions and do not order the meals that contain those ingredients.

We are happy to accommodate any allergies or dietary restrictions that are notated on each day but please know that as we are serving over multiple schools a day and lots of hungry kiddos, we cannot accommodate any other changes or modifications to meals. We appreciate your understanding!

## Gratuity

It takes a lot to make our little business tick and we not only depend on the hard work of our staff, but also their passion and dedication to the Citizen Sprout mission. Your gratuity goes a long way in showing them your appreciation for what they do. We appreciate you considering at least a 15% gratuity per order.

# CONTACT INFORMATION

If you have any questions, comments or feedback, please don't hesitate to reach out by phone, by email.

## School Lunch Program Office Hours

7am - 5pm

M- F

(424) 209-7490

hello@citizensprout.com

## Catering

sara@citizensprout.com

(424) 209-7490

## Meal Delivery

sara@citizensprout.com

(424) 209-7490

www.citizensprout.com

@citizensprout

