

HOT LUNCH PROCEDURES AND HELPFUL HINTS

MENUS, ALONG WITH THE MONTHLY CALENDAR OF EVENTS AND NEWSLETTER WILL BE POSTED ON THE WEB SITE (www.stpatscathedralschool.org). ORDER FORMS FOR HOT LUNCH WILL ALSO BE POSTED.

We are happy to let you know that the Hot Lunch Program will continue to be offered. The program is Federally sponsored and is excellent, but the paperwork is a bit much. Following the procedures and suggestions listed below would be very helpful to the office.

1. Please put hot lunch money in an envelope with child's name, grade and "Hot Lunch" marked on it. Please do not include hot lunch or milk money with tuition and other things. Hot lunch must be paid for in advance. No credit will be allowed to exceed \$5.00 (2 days). THIS WILL BE STRICTLY ENFORCED. PLEASE DO NOT EXPECT BILLING. ORDINARILY PAY BY THE WEEK OR BY THE MONTH, PAY BY THE DAY ONLY IN EMERGENCIES.
2. Please look over the menu with your child so that you are sure your child likes the hot lunch and will eat it. We discourage excessive waste of food.
3. Please use the order sheets that are posted on line for hot lunch and milk.
4. Please use one order form for each student. Money may be sent in with one child, but please make sure that each child has their own order form.
5. Credits will be given if a child pays for lunch and then is absent or is sent home early due to illness. When you use your credit, please make a note of it on the order sheet (Date of credit if possible.) Please use your credit promptly. No credits are given for milk only.
6. If your child arrives at school after the hot lunch count is taken and sent to the office it is the child's responsibility to go to the office and inform the secretary or hot lunch personnel.
7. Please do not deduct \$.40 from the cost of the lunch if your child does not take the milk – it is a package deal. Hot lunch is \$2.50 with or without milk.
8. If you are ordering milk only, the cost is \$.40. Please use the order form. There is no free milk apart from lunch. If your child qualifies for free lunch and chooses to take only milk there is a \$.40 charge.
9. It would be very helpful to us if payments for hot lunch or milk were made by the week or the month. Also, it would be very helpful if payments could be made on the last day of the school week for the next week. Payment by the day should be reserved for emergency situations and not be common practice.
10. Pay special attention to the ½ days and no school days on the menu before you fill out the order form. Also check if there is a field trip scheduled for your child.
11. Please do not make makeshift envelopes by stapling paper together. Lots of nickels and dimes have been lost on the way to the office. Please use an envelope.
12. If a child forgets his/her lunch or does not have lunch money, lunch will be provided by the Hot Lunch Program. The child will be verbally instructed to bring the money in the next school day. If payment is not made the next day a note will be sent to the parent.

13. If you are a parent whose child/children will be taking Hot Lunch every day, you may be interested in the following option. The cost of lunch (milk included) for the 2009-10 school year - \$375.00 and the cost of milk only - \$60.00. You may wish to pay this in one payment. This needs to be done before school begins.

Please note under this option there will be no credits given for days absent. Any questions please call the school office 889-4174.