

## **LUNCH PROGRAM RULES AND DEADLINES**

Lunch for the full month must be pre-ordered by the deadline as described below:

- Lunch menus will be available on-line, through the Roundabout, or at the magazine rack in the main entrance on the 3<sup>rd</sup> Thursday of every month
- Until we are able to institute the on-line ordering a lunch menu must be printed off and completed for EACH child wishing to purchase lunch during the month.
- Completed menus must be turned in to the school by 8:30 a.m. on the 4<sup>th</sup> Thursday of each month Early Childhood and Lower School students should turn their menus in to their homeroom teachers by 8:30 a.m.; Middle and Upper School students must turn their menus in to the Services Office / Room 701 by placing them in the lunch menu basket by 8:30 a.m.
- No late lunch menu submissions can be accepted as once we call in our order to our vendors; we cannot amend or update those numbers. Your cooperation and attention to this deadline will ensure we avoid disappointed students and families.

Here are a couple of other suggestions that can help you with effective ordering:

- Review any school activities, especially field trips, that may affect your child's lunch selection; we cannot refund payment of a lunch even though your child may not be here to eat it as it has already been pre-ordered and paid for by the school; all school events can be found on the school calendar located on the parent portal.
- Make and keep a copy of the lunch menu for your own reference.

Please note that we do not have the capability to provide students with lunches should they forget to bring or pre-order lunch for that day. We order only the number of meals that is pre-ordered. Furthermore, we are not approved (State Health Department) to perform any food preparation so we cannot make students a lunch, even peanut butter and jelly sandwiches.

In an effort to ensure that all students have a meal each day, our Early Childhood and Lower School teachers are asking their students each morning if they have lunch for the day. If they do not, a call is being placed home to give parents ample time to make lunch arrangements for their child. If, after that, any child still does not have a lunch, saltine crackers, fruit, vegetables and a beverage will be provided to the child and the family will be billed the cost of the lunch for the day. You will be notified if this situation has occurred with your child.

Thank you for participating in our lunch program and for following these simple rules to ensure we can continue meeting your child's nutrition needs with a top quality lunch program. If you have any questions or concerns, please contact the Lunch Coordinator / Dr. Michael Seward at 704 237-5266.