

K-6 LUNCH PROCEDURE

PS/PK LUNCHES ARE INCLUDED IN THEIR TUITION!

Each month **KF-6** students will be sent a menu along with an ordering sheet for the entire next month. The cost? \$3.50-hot lunch (includes milk or juice); \$1.50 extra entrée; \$2.50-soup lunch (includes milk or juice); 50¢-milk or juice or snack items. Snack items will rotate monthly: granola bars, cheese crackers, pretzels, apple slices, and cookie packs.

Abbreviation Code:

H—hot lunch
 S—soup lunch
 J—juice
 C—chocolate milk
 W—white milk
 SNK—snack item

- Put your student's name, grade and your signature at the top of the order portion
- Choose which lunches you want, listed by date, then circle the type of lunch you are ordering on the correct date at the bottom of the menu; i.e. circle H for hot lunch or S for soup lunch
- Enter a #1 in the H or S square to help count up the lunches at the total section on the bottom
- Some students may need to supplement their lunch with an extra entrée and may do so for an extra fee of \$1.50; so you would need to enter a #2 in the H square
- Next enter a W, C or J in the beverage square (if nothing is noted, your student will receive **white milk** with their lunch); you can also purchase a beverage separately
- Enter #1 in the SNK square if you are adding a snack and add 50¢ to your order for each snack ordered (snacks are NOT included in lunch cost)
- Total the costs using the bottom right of order form and submit cash or check with order to office before due date
- Please add the \$10.00 late fee if submitting after the due date to offset unplanned add-on food needed

All orders will have a turn-in date prior to the start of the month. No hot lunches will be available at the last minute. Emergency soup lunches are available if ordered by 9am of the morning needed. In the event a student communicates they need a school lunch and it is after the 9am cut-off time, **they will be provided cheese and crackers to assure students will not go hungry.**

There are cases when a student is absent or there is a field trip on a day they have ordered lunch. When this happens and their lunch is cancelled by the attendance office, a credit is noted in the kitchen for future use. If this occurs, simply note the credit on the following lunch order form and subtract it from the total of the new order. **Credits expire at the end of the school year and will not be carried over to the next year.**

DATE- QTY- BEV- SNK	DATE- QTY- BEV- SNK	DATE- QTY- BEV- SNK	DATE- QTY- BEV- SNK	DATE- QTY- BEV- SNK
		1	2	3
		H	H	H
		S	S	S
6	7	8	9	10
H	H	H	H	H
S	S	S	S	S
13	14	15	16	17
H	H	H	H	H
S	S	S	S	S
20	21	22	23	24
H	H	H	NO SCHOOL	NO SCHOOL
S	S	S		
27	28	29	30	31
H	H	H	H	H
S	S	S	S	S