

ST. JAMES HOT LUNCH PROGRAM 2008-2009

NEWLY REVISED LUNCH POLICIES

1. Each new family will receive a "Hot Lunch Ticket Envelope" in their summer packet, which should be used to send in hot lunch orders. Returning families will receive a label to put over your envelope. Replacement envelopes may be requested through the office. These envelopes are important in that they allow us to easily I.D. lunch orders so that they do not get jumbled in with the hundreds of pieces of mail that the office processes weekly.
2. The cost per lunch is \$3.25.
3. Our catering agreement requires advanced ordering so that lunch orders are placed by the month and orders are filled on one designated day per month (see schedule below).
4. Lunch tickets will NOT be sent home. Instead, teachers will be provided numbered re-usable "homeroom" tickets that they will hand out each day and collect back.
5. The lunch order form is in two-part. The bottom half is to be completed by the parent/child and turned-in to school with payment. The top half is the "home" menu to hold onto and to mark those days that lunch was ordered.
6. Homeroom teachers will be provided with a listing the entire month's orders and each morning will issue each child who ordered lunch on that day a ticket that is redeemed in the lunch room.
7. Parents must send children with lunch on any day that he/she did NOT order hot lunch.
8. Children, who forget lunch, are not generally permitted to call home for a lunch, unless there is a special circumstance. We will provide the student with Cheerios in place of lunch.
9. We can NEVER add a lunch to the daily count or sell your child a ticket.
10. We can not refund money for illness (or any other reason which prevents a student from collecting his/her lunch on a day that a lunch was purchased.) However, if a student is sick or misses lunch period on the day he or she ordered lunch, parents may call the office to request us to wrap the lunch to go home with their child the next day or they may pick up his/her lunch or have us send it home with a sibling. This will NOT be done automatically – a request for the lunch must be made.
11. Please note that teachers and staff are not permitted to heat or microwave food for students. Please do not send in food that must be heated to eat.
12. Parents are welcome to bring forgotten lunches to the lunch room where a special bin is provided in the cafeteria where parents may drop-off lunches for pick-up by students. Please mark your child's name & grade on the lunch for them these will be placed in the

JUST A REMINDER:

☞ Students may not call home for forgotten items unless deemed necessary by their teacher. We will not disrupt the classrooms for items brought in for students or with phone calls for teachers. We will leave a message in the school mailbox. Only urgent information or urgent changes in dismissal will be immediately relayed.

☞ Phone calls to and from home are to be kept to emergencies or necessary school/teacher related business. We encourage parents and students to communicate daily plans so as to avoid messages and calls to school. If students are permitted to call, the calls should be limited to communicating only the business at hand.