

HOT LUNCH PROCEDURE

Hot lunch cost is **\$4.00** per meal. Payment should be made in an envelope labeled “HOT LUNCH” with child’s name(s) and amount.

Hot lunch payment for the week is due on **Monday**, or the first day of the week the child is present. If for some reason payment on Monday is not possible, **please** send a note indicating the days your child is eating, and send the money as soon as possible.

If paying in cash, please try to have the exact amount. If paying for a number of lunches, make sure the amount enclosed represents a specified number of meals.

If paying in cash or coin, please limit the amount of pennies to **ten**. **You can also sign up for automatic payment.**

Please indicate on the envelope which days each child is eating.

Payment may be made a month ahead if desired. If your child does not eat every day, please be sure to list which days the child **is eating hot** lunch. Example: Sarah 1, 3, 7, 8, 9, 13, 14, 17, 20, 27, 29, 30, 31

Credits will be issued only for absences and school cancellations. Credits **will not** be issued if a child changes his or her mind about eating that day.

If an emergency arises and your child has to eat lunch on a particular day, he or she will be able to do so. Just let the office know and make sure the child lets the teacher know to include him or her in the classroom count.