

**LUNCH PROCEDURES:**

All orders for hot lunches for the month of September must be in by August 24, 2011, by 9:00 a.m. The first day hot lunch will be served is Tuesday, September 6, 2011. You must bring a sack lunch from August 25 through September 2. Milk will be available for purchase on these days at a cost of 50 cents per carton.

**Prices for 2011-2012 lunches will be \$2.90 full price, .40 for an approved reduced lunch. An additional carton of milk is .50.**

- All hot lunch orders are taken on a **monthly basis only**. **Order forms must be turned into the designated school lunchroom on the designated day by 9:00am. No late orders can be accepted.**
- Please note that Milne Grove's and Kelvin Grove's ordering due dates *may* be different.
- All lunch orders must be paid with a check or money order. **Cash will not be accepted. WE WILL NOT ALLOW STUDENTS TO CHARGE LUNCHES.** Plan in advance when your child will be eating a hot lunch or bringing a cold lunch.
- Credits cannot be used daily – they must be used on your **MONTHLY ORDER FORM FOR THE NEXT ORDER PERIOD ONLY**. Credits will **ONLY** be granted if a child is absent or goes home sick BEFORE lunch.

**PARENT / GUARDIAN RESPONSIBILITIES:**

- An order form must be turned in with payment, unless approved for the free lunch program. Our kitchen and office staff will not be filling out order forms over the phone.
- Please keep track of scheduled non-attendance days, early dismissal days and field trips. These do not appear on the menu sheets provided by the food service provider, but we do attempt to note this on the order form.
- We see more and more students each year coming to school with no lunch. **Please see to it that your child has a cold lunch or has ordered a hot lunch each day.** If you are experiencing financial difficulties, please contact the Kelvin Grove office to apply for the Free / Reduced lunch program.
- Know when your child is scheduled to receive a hot lunch. This will eliminate an extra sack lunch or a child without any lunch at all.
- Sales of "extra" lunches are solely based on availability. Students should not plan on buying a lunch on a daily basis.
- Please make sure your child has the proper utensils to eat their sack lunch. The lunchroom does not have extra utensils available. Our hot lunches come pre-packaged with utensils.

**STUDENT RESPONSIBILITIES:**

- **Students that forget to bring their lunch should stop by the office on their way to the lunchroom to see if one has been dropped off for them. The office will not call classrooms during class times.**
- All students ordering a hot lunch must turn in an order form indicating choice A or B. **This includes students approved for free/reduced lunches.**
- It is the student's responsibility to take care of their lunch tickets. Students will not be allowed to go back to their classrooms for forgotten tickets.
- Additional ticket replacements will be available at a cost of 50 cents each. **NO EXCEPTIONS.**

**Non-Discrimination Statement: this explains what to do if you believe you have been treated unfairly.** In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, and Office of Civil Rights, 1400 Independence Avenue SW, Washington, DC 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.