

CHRIST THE KING SCHOOL
HOT LUNCH PROGRAM

DATE: August 2007
TO: Parents or Guardians
FROM: Patti Martin, Hot Lunch Program Director
SUBJECT: CHRIST THE KING'S HOT LUNCH PROGRAM

Christ the King School participates in the Government Hot Lunch Program. Our lunches must meet the government's nutritional guidelines for correct portions of fat, protein, grains, fruits and vegetables according to your child's age group. We offer a peanut butter and jelly sandwich, peanut butter sandwich or 8 oz. serving of yogurt as an alternative to the main entrée everyday. We are proud of our program's nutritional content and feel our lunches are one of the best bargains around as well as a time saver on hectic mornings!

The price of a hot lunch will remain \$1.75, but the price of milk/juice has increased to \$.30. Because of government guidelines, we are obligated to put milk on a student's hot lunch tray. Students **cannot exchange** milk for juice. However, a student may purchase juice for an additional \$.30. If your child has milk intolerance, the cafeteria needs to have a doctor's written notification so that it may be kept on file. Then we are allowed to give your child a juice with his hot lunch.

Students in grades 4-8 are allowed to order seconds of the main entrée. The fee for seconds is \$.50. When the lunch count is taken in the morning, the student can order seconds. If there are any side items or peanut butter and jelly sandwiches left after the last shift is served (grades 7-8), those items may be purchased for \$.25. Every Wednesday we offer cookies or rice krispy treats as a mid-week treat. The price of a cookie or rice krispy treat has increased to \$.40. There is a limit of buying only one cookie or rice krispy treat in grades K-2 and a limit of two cookies or rice krispy treats in grades 3-8.

New Pin Pad System – Students will no longer be purchasing tickets in the cafeteria or the office every morning. A pin pad computer system will be used this year. Pin #'s will be assigned to each student. Each student will have their own lunch account. **Every student will need to memorize their pin #**, because every student will be responsible for putting in his pin # in the pin pad. All students will need to deposit money into his account to purchase items from the cafeteria. All food items will be deducted from their account. **NO CASH WILL BE TAKEN DURING LUNCH.** It will slow down the lunch line. Pictures of each student will be on the computer to help eliminate students using another student's pin #.

Payments – A minimum deposit of \$10 needs to be put into each student's account. Ten dollars will pay for five hot lunches (\$8.75) with \$1.25 left over to purchase seconds (4th-8th grade), milk, cookies or rice krispy treats. I am recommending that you deposit money on a weekly, bi-monthly or monthly basis. You will be able to pay as far in advance as you wish. We encourage sending in a check rather than cash. **Parents need to send their check in a sealed envelope with "CAFETERIA" written on the outside of the envelope. Make sure that your "CHILD'S NAME" and "PIN #" are written on the memo line of the check.** If you have more than one child in this school, you may write one check. **If you send in one check for the whole family, you need to indicate how you would like the money divided between each child. Otherwise, the money will be divided equally between your children.** Students will give their teachers their lunch deposit envelopes. The teachers will send all the lunch deposits they receive to the cafeteria. Students arriving late to school will bring their lunch deposits directly to the kitchen, not the school office, and place their deposits in a locked drop box which will be located in the kitchen on the window sill. The cut-off time will be 9:30 a.m. Any money given to the cafeteria after that time will be deposited the next day.

Students who receive free or reduced-price hot lunches will be able to purchase cooke/rice krispy treats, milk or seconds by depositing money into their account.

Outstanding Balances - It is the parent's responsibility to ensure that money is in their child's account. I will inform students when their account reaches \$3.50 (two hot lunches). I will send out notices when a student has no money left in his account. I will personally deliver the notices to each classroom at the end of each day. The maximum amount that a child can charge to his account will be \$5.25 (three hot lunches). If a child has an outstanding balance of more than \$5.25, that child will be asked to go to the end of the line and given only a peanut butter and jelly sandwich for lunch. We will not allow a child to go hungry, but he will have been given two verbal warnings and sent three written notices before he will be given only a peanut butter and jelly sandwich. If there is no money in a student's lunch account, that student will not be able to charge for seconds (4th – 8th grade), a cookie/rice krispy treat or milk. A student can charge only a hot lunch (\$1.75 each).

Unused Tickets – If you have any lunch, milk or cookie tickets from last year, please put them in an envelope and send them to the “cafeteria”. I will put the amounts left on each ticket into your child's account. I will no longer accept unused tickets after January 1, 2008.

Student Line-Up – I will be moving my desk in the cafeteria. I will be located where the students come out of the kitchen with their trays. I will be deducting money from a student's account **after** he receives his food and after he puts in his pin # in the pin pad. We will no longer have volunteers selling milk or cookies. All students will be coming through the lunch line to purchase these items. Therefore, we are asking that students in each class be lined up in the following order. Students purchasing a hot lunch should be in line first followed by students purchasing only milk or a cookie/rice krispy treat (on Wednesdays).

I am asking for your cooperation and patience to make this new pin pad system a success!

Volunteers - I would like to invite parents and grandparents to volunteer in the cafeteria on either a weekly, bi-monthly or monthly basis or as a sub to be called when needed. We depend on volunteers everyday to help serve food, wipe off the serving line and cafeteria tables after each lunch shift and help stack lunch trays so we can operate as efficiently as possible. Cafeteria volunteers report to the kitchen at 10:45 a.m. and are finished by 1:00 p.m. We provide a free lunch for our volunteers. Volunteering in the cafeteria is a great way to meet other parents, touch base with your children and see first hand how efficient our hot lunch program operates! We look forward to another successful year with your help.