

# Holy Trinity Lunch Program

## POLICIES and PROCEDURES

- Families are strongly encouraged to pre-order monthly
- Lunch menus and order forms are sent home monthly in the school communicator. Extra order forms may be picked up at the front office
- In an event of an emergency, you may order your child a lunch by turning in an envelope to the front office by 8:30a.m. or have your child turn it in to their home room teacher first thing in the morning
- If the envelope is not received by 8:30a.m, lunch will not be ordered for your child. The lunch program does not order extra lunches
- The envelope should have the student's name, grade/section and include \$4.50 for the lunch
- If your child forgets their lunch at home, you may drop a lunch off at the front table located next to the receptionist office
- The lunch program does not accept phone orders. Please do not leave phone orders with the school secretary or on lunch program voicemail
- If your child is going to be late to school (past the 8:30a.m. emergency lunch order deadline) then an emergency lunch order is not an option for you. Please make other lunch arrangements for your child
- Any family not following the lunch programs policies and procedures will not be allowed to order from the lunch program

## CANCELLATIONS / CREDITS

- If your child is going to be absent or on a field trip and you have pre-paid for a lunch, please leave a message for the lunch Program at (310) 833-0703 ext. 218 before 8:30 a.m.
- If your child leaves school early for any reason and is pre-ordered for lunch, a credit will not be given
- Once the lunch orders are placed with our vendors, it is too late to cancel and receive a credit
- Credits may be applied to the following month

~ Please keep this form handy, so you may refer back to it during the school year ~

### Holy Trinity Lunch Program

Any families ordering from the lunch program with questions or concerns regarding food allergies please contact Michele Latka or Kathy Ramage at (310)833-0703 Ext. 218. We would be happy to answer any questions you may have. Thank you.