

Holy Trinity School Lunch Program

POLICIES & PROCEDURES

- Families are strongly encouraged to pre-order monthly.
- Lunch menus are emailed monthly in the school communicator. Menus may be picked up at the front office. Link to order online will be posted on SchoolSpeak.
- If there is an **emergency**, you may order your child a lunch by turning in an envelope to the front office by 8:30 a.m., or have your child turn it in their order to their homeroom teacher first thing in the morning. The student's (1) name, (2) grade-section should be on the envelope, and (3) include \$5 for a Single lunch, or \$9 for a Double lunch.
- The envelope must be received by 8:30 a.m. or lunch will not be ordered for your child. Extra lunches are not ordered. Emergency lunches past 8:30 are not available.
- If your child forgets their lunch at home, you may drop a lunch off at the front table located next to the receptionist office.
- Please do not leave phone orders with the school secretary or at the lunch program voicemail.
- 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 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 has pre-ordered 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.

~ Keep this form handy so you may refer back to it during the school year ~