

St. Eleanor Catholic School - Hot Lunch Program

(Supplied by Nutritional Development Services of the Archdiocese of Philadelphia)

Karen Thomas, Manager
610-489-9434 ext.30



Hours: 9am – 1pm daily

September 2007

Dear Parents/Guardians,

Welcome to a new school year and the St. Eleanor Hot Lunch Program! We look forward to another successful year in providing hot lunch for your child(ren).

Our first lunch will be served on September 17th.

LUNCH PROGRAM OVERVIEW

Menus

- Two menus are provided to satisfy age appropriate dietary regulations:
 - grades K-5 lunches contain 670 calories and 2 oz. of protein
 - grades 6-8 lunches contain 835 calories and 3 oz. of protein
- Menus are marked with all current events, class trips, holidays, half days, etc., that are known when the menu is sent home. Please read the menu carefully **before writing a check or putting cash in the envelope for the month.** This avoids having to handle overpayments.

Meal Costs

- Grades K- 5 - \$1.70 ea. This meal includes everything listed on the menu for that day, including milk.
- Grades 6 - 8 - \$1.80 ea. This meal includes everything on the menu for that day, including milk.
- Reduced price meals - \$0.40 ea. *
- Free lunches are also available. *

All of the above meals include everything listed on the menu for that day, including milk.

* To qualify for reduced price or free lunches, please complete the Free and Reduced Price School Meals Application that is included in this Communication Envelope. Return your form to school ASAP in a sealed envelope clearly marked to the attention of Mrs. Thomas. This is confidential information and is handled by the Archdiocesan Nutritional Development Services only. Families that qualify will receive confirmation from the Archdiocese. Those presently in this program may simply continue ordering as usual until October 5th or until you receive your new confirmation. Please note that a new application must be completed every year. Families that submit forms late (after Oct. 5th) are required to pay full price for meals ordered until their confirmation is received from the Archdiocese.

ALA Carte items are not included in the free or reduced cost program. Full price must be paid for ALA Carte items.

ALA Carte Items

- Milk (2%) \$0.30 – 8oz. chocolate, white, or strawberry
- Juice \$0.30 – 6oz. grape or apple
\$0.20 – 4oz. assorted flavors
- Shakes \$1.00 – chocolate, vanilla, or cookies & cream (**offered to grades 3 – 8 only**)
- Water \$0.75 - 12oz. Bottles
- Salads \$0.50 – small mixed green salad (cup)
\$0.75 – large mixed green salad (bowl)
Salads are available on Mon., Wed., & Fri. and consist of iceberg lettuce, carrot and red radish pieces. Dressing choices are Italian, French or Ranch.

Food Allergies

We must be notified in writing of a child's food allergy. Please complete the attached form and send it to school with your first lunch order. **Lactose reduced white milk is available to children who require it and is given in place of 2% milk with your child's hot lunch. Please provide documentation stating this need. Juice remains an option if lactose reduced milk is not preferred.**

Ordering Instructions – PLEASE USE PEN WHEN COMPLETING ORDERS

1. Every child will receive a lunch order form for the month in the Family Communication Envelope. Order forms are sent home in the middle of the month. If we forget a form for your child, please write your selections on paper. **Fill out all the information:** full name, grade, room number, order and totals. We keep all orders as a reference should there be a need to check for corrections.
2. Please **only mark an X** on the dates you are ordering a lunch or an ALA Carte item.
3. Total each order.
4. As the school year progresses, if your child is absent on a day(s) he/she ordered hot lunch, you may subtract the cost for the day(s) on your next order. Note the date(s) and amount per absence (ex. 9/14 - \$1.60) so we can cross reference with school attendance records.
5. Fill in grand total after all adjustments are considered.
6. **VERY IMPORTANT – Please mark the days you ordered lunch on your home calendar so you and your child/children have a daily reference.**
7. If paying by check - Write one check per family. **Be sure to staple the check and ALL your children's orders together. Do not fold the orders.**
Staple the check to the top right corner of the form.
If paying cash – put the money in an envelope. Put your name ONLY on the envelope and staple it to the top right corner of the order.
8. **Orders must be handed in at school no later than the end of the school day on THURSDAY.** Children who are absent may return their order when they return to school or send it in with a sibling. Please abide by this deadline for ordering hot lunch. Late orders cannot be honored since paperwork is completed on Thursday afternoon and submitted to the Nutritional Development Services Office.

Pizza Day

Once or twice each month we offer pizza from a local pizza shop. The menu block will read, **“Pizza Day”**. The cost is the same as the normal hot lunch, \$1.70, and includes one slice of pizza, chips and a drink (orange, lemonade or milk). A second slice and drink may be ordered for an additional \$1.70.

Follow these instructions for Pizza Day orders:

- If ordering 1 slice, mark the block with an **X** and include (\$1.70)
- If ordering 2 slices, mark the block with a **2** and include (\$3.40). **Do not mark an X.**

Forgot Your Lunch?

Three options are available to children who forget their lunch:

1. A child may call home to have lunch brought to school.
2. If you are not available to bring lunch to school, we will provide your child with a peanut butter and jelly sandwich and milk for \$0.75*.
3. If extra hot lunches are available that day, your child may choose this for the usual \$1.70*.

* You will be billed for the amount owed. Please send this into school in an envelope marked to the attention of Mrs. Thomas, Lunch Mgr., and include your child's name.

Order Problems

We encourage children to speak with us if they think they are not receiving the items they ordered. We will recheck the order sheet to verify their order.

Thank you in advance for your cooperation in following these directives.
If you need to contact us, refer to the number above.

Please keep this as a guide to completing your hot lunch order each month.

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School Year 2007 – 2008

Food Allergy Form

Child's Name _____

Grade _____ **Room Number** _____

Contact Person _____

Phone Number (of above named contact person) _____

List food(s) to which the above named child is allergic:

(Note: NDS offers Lactose reduced milk. Any child allergic to milk will receive this with his/her lunch unless juice is preferred and ordered on the order form.)

Parent Signature _____ **Date** _____