

October 18, 2007

TO: PARENTS OF LCA STUDENTS

FROM: PAM WILLIAMS, CAFETERIA MANAGER  
LAKEWOOD CATHOLIC ACADEMY

There are a few issues that need to be clarified with regards to the lunch program.

No child will ever go without a lunch. If your child forgets to bring a lunch, the school will provide them with a corn dog and a carton of milk. We will supply it at no charge for the first two times that this occurs per quarter. The parent will be then be charge \$1.25 for each repeated occurrence. Because of the high number of peanut allergies, the school is not able to provide a peanut butter and jelly sandwich as in the past. In addition, during Lent, jelly sandwiches will be provided to students in all grades. If you realize that your child has forgotten his/her lunch and are willing to pay the \$2.00 for that day's lunch, please leave a message to that effect on the Cafeteria voicemail.

### **LUNCH ORDER FORMS**

Lunch order forms for the next month are usually sent home in the school envelope in the middle of the present month (i.e. The November calendar is being sent home in the middle of October.). If you have misplaced your order form, or if it has become soiled in some way, our monthly order form will be available shortly on the school web site. You will be able to download the order form as well as see the menu for the month. There are also extra copies in the school office as well as in the cafeteria. Your child can ask one of us for a new one or see the staff in the school office. *Do not make up your own form.*

**Please complete and return your order form(s) as early as you possibly can. This will guarantee your child a hot lunch on the first serving day of the new month.**

**We have always made every effort in the past to provide lunches for those families who turned in the lunch order on the first serving day of the month. On October 1<sup>st</sup> there were approximately 50 orders turned in that day. It was very difficult to process those orders as well as prepare the food for that day's lunch.**

**BEGINNING WITH THE NOVEMBER ORDER AND CONTINUING THROUGHOUT THE REST OF THE SCHOOL YEAR, LUNCH ORDERS TURNED IN ON THE FIRST SERVING DAY OF THE NEW MONTH WILL NO LONGER BE PROCESSED IN TIME FOR YOUR CHILD TO RECEIVE THAT DAY'S HOT LUNCH. WE WILL PROCESS THE ORDER IN TIME FOR THE SECOND SERVING DAY. IF YOU WISH FOR YOUR CHILD TO HAVE HOT LUNCH ON THE FIRST SERVING DAY AND HAVE NO ALTERNATIVE, PLEASE HAVE THE CHILD BRING IN \$2.00 IN AN ENVELOPE CLEARLY MARKED WITH THE DATE, STUDENT NAME, GRADE, ROOM NUMBER, AND MENU CHOICE. MAKE SURE THAT YOU DO NOT INCLUDE THE FIRST SERVING DAY'S COST IN YOUR CHECK AS YOU HAVE ALREADY PAID FOR IT IN CASH.**

We will continue to process lunch order forms as we receive them throughout the month.

**Please be careful when completing your monthly order forms. Please follow the listed instructions below.**

1. Complete an individual order form for each student in your family, even if you have been approved for free lunches. Be careful to use complete student names, grades, and room numbers.

2. Payment for the entire family can be made with one check. Please include payment with all forms for family in one envelope and indicate on the check the names of all individuals. Also, please mark the envelope with "Current Month -- Lunch Order"
3. Use care when marking your order form. An "X" on a calendar date indicates a day that school is not in session.

Use only the designated  for top menu item  
A for alternate  
M for milk only

4. **DO NOT ADD ANY "X" OR LINES THROUGH ANY DAYS ON THE ORDER FORM.** If you do not wish to order for a particular day, please leave that day blank.
5. Use care when totaling your order for the month. The following are the prices for lunch:

\$2.00 per lunch  
\$0.40 for approved reduced-price lunches  
FREE for approved free lunches

You cannot receive free milk in lieu of free or reduced price lunches. The milk price is \$0.40.

### **LUNCH CREDITS**

If your child orders a lunch and is sick, you may take credit for the day on the following month's order. If you order a lunch and your child chooses not to take the lunch or you forgot and packed a lunch, you may not take this credit. In the instances of field trips, teachers contact me as to the date that the class will be out for the lunch hour. If the teacher notifies me, you are entitled to take the credit for that lunch in the following month.

### **DAILY LUNCH ITEMS**

Many main items are available on an "ala carte" basis and may be purchased for **\$1.25**. Side dishes (mashed potatoes and gravy or French fries) are available for **\$.50** per serving.

**Daily orders for lunches are accepted; however, please indicate on the sealed envelope the date, the name(s) of the child(ren), grade(s), room number(s), and menu choice. Please have your child (ren) turn these orders in to their teacher first thing in the morning so that we will be prepared when they arrive in the cafeteria.**

### **PACKED LUNCHES**

We are unable to provide forks and spoons to each child who forgets to bring one from home. If you are sending in a food item that requires a fork or a spoon, please remember to send in the proper utensil.

### **ICE CREAM**

Ice cream is available daily in the lunchroom for Grades 1-8. Each item is **\$.55** with the exception of the single Popsicle "Firecracker Jr." which is available for **\$.35**. We have added some lower calorie ice cream treats to our list. These include a chocolate frozen yogurt cup and a cookies and cream ice cream bar. On occasion, chocolate chip cookies are available for sale for **\$.25** each.

If you have any questions or need any further clarification, please feel free to call me at **216-521-0559** and ask to be transferred to the Cafeteria.