

St. Elizabeth Regional School
School Lunch Program 2018-2019
Directions on How to Order Lunches

Now that school is underway the following information on how to fill in a school lunch menu order form will help everyone who provides lunch for your child or children.

Please review the procedure listed below as many lunch menus are not being filled out correctly and/or are missing important required information.

- 1) All lunch menus must be completely filled out (one per student) and returned by the due date.**
 - a. Include your child's full name
 - b. Include your child's grade
 - c. Include your child's menu selections by circling the desired day(s) they will be eating a cafeteria provided lunch
 - d. Indicate the number of days your child will be ordering from the total amount on each half of the order form
 - e. Fill in the amount of money being paid, whether it is cash or check
 - f. If there is a reduced or free option please indicate this as well
- 2) Cut the form along the dotted line (keep the calendar part home to reference) and return the bottom of the form, completely filled out with dates circles, child's name and grade.
- 3) All orders and payment should be placed in an envelope with your child's name and grade on the front.
- 4) All orders must have exact change for payment submitted with the order. No change will be sent home. Please make checks payable to: St. Elizabeth Regional School
- 5) Credit slips will be issued in June for lunches that your child missed because of an absence or if school were closed because of inclement weather.
- 6) Any family applying for free or reduced lunch must completely fill out the government –
2018-2019 FREE AND REDUCED PRICE SCHOOL MEALS FAMILY APPLICATION (attached)
This means filling in all members living at that address, all income from adults and children living at that address, total number of persons living in the household.
If the form is incomplete it will delay processing and **parents will pay the full amount for lunches** until approval is sent to the school by COMPASS.
 - Please note that Free and Reduced lunch applications must be done each year and do not automatically carry over year to year.
- 7) **Deadlines for ordering lunch are listed at the top of the order form.** In order to properly notify Mr. Winger of how many lunches to prepare we need time to order the food, prep the meal and cook it.
- 8) In an emergency, your child will receive a lunch for which you will be billed. Payment is expected the following day. Please make checks payable to: St. Elizabeth Regional School

Thank you for using our school lunch program and for your cooperation!

Please contact the school office at 610-264-0143 or school@sercc.org with any questions.