

Most Precious Blood School

Procedure for Student Lunches

- ❖ All lunches are prepaid and preorder only. All orders need to be in the kitchen by 9am.
- ❖ Fill out a lunch order form for all children eating school lunch. Put form and payment in envelope and return in family folder.
 - ❖ If you do not receive a lunch order form, you can pick one up in the office or the kitchen, print one off the website or write on a blank piece of paper which days your children will be eating school lunch.
- ❖ Monthly order forms are available in the school office, the kitchen or on the website. If you would like one sent home with your child, email kitchen@preciousblood.org and we will add you to the list.
- ❖ Students who forget their lunch should notify the kitchen before 9am. Students who do not notify the kitchen will receive an alternative lunch (\$2.60), unless there are leftovers after all preordered lunches are served. An alternative meal will meet all the nutritional requirements as the menued lunch.
- ❖ If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the principal as this may be a sign of abuse or neglect and the proper authorities should be contacted.
- ❖ If food service staff suspects that a student may be abusing this policy, written notice will be provided to the parent(s)/guardian(s) that if she/he continues to abuse this policy, the privileges of an alternative meal will be refused.
- ❖ The food service staff will send home letters weekly to parents of students who carry negative balances.

- ❖ Credits are sent home on Thursdays. Credits must be used the following week of school and returned with the lunch order form.
If you would like you credits to go towards other students negative balances, please email the kitchen at kitchen@preciousblood.org.
- ❖ Credits are not given for meals ordered a month or more at a time.
- ❖ At the end of the school year, please make sure you are using your credits and not over paying. All credits for the last week of school will be applied to the first week of school in the following school year.
- ❖ Staff members must preorder meals before 9am. If they would like to purchase a meal after this time, they must wait until all students are fed and have money in hand. No salad orders will be taken after 9am.

