

St. Hubert School
Hot Lunch Order Form Instructions
2010-2011

Welcome to a new school year. Our Hot Lunch Program will once again be available for all students. Hot Lunches will begin on Tuesday, September 7, 2010 and end on Thursday, May 26, 2011. Here are a few basic instructions to help make the ordering process easier for both you and me. Please follow these instructions each month when filling out the Hot Lunch Order Form for your student.

In order to participate in the Hot Lunch Program, you must order milk. Milk will be ordered for the entire school year for \$68.00 per student. Milk will be offered starting on the first day of school through the last day of school. If for some medical reason your child cannot drink milk, a doctor's note must be attached to the Milk Order Form. Both white and chocolate 1% milk and skim milk will be available on a daily basis for your child to choose. If for any reason (medical or otherwise) you do not want your child taking *chocolate* milk please send a note and the Lunchroom Supervisor will be informed.

Lunch for the 2009-2010 School Year will cost \$2.00 each. A separate order form must be filled out for each student ordering lunches. However one check may be written for more than one student. Do **not** fold the form or place them in an envelope. If paying by cash, place the cash in an envelope and attach it to the Hot Lunch Order Form(s). If paying by check, please attach the check to the Hot Lunch Order Form(s). There is no need to put the check into an envelope. When filling out the monthly order form, place an "X" on the line for the day you wish to order a hot lunch. The days you do not wish to order should remain blank. When instructed, do not order on a Field Trip Day.

Semester Lunches. Hot Lunches can be ordered by the SEMESTER (Sept. 7-Jan. 31, 2011) and (Feb. 1, 2011 – May 26, 2011). **Please submit a check for \$164.00 for each student ordering for the first semester** (\$2.00 each lunch x 82 days). You will be sent a reminder in January to make a payment for the second semester.

Credits. Credits will not be given in the event that your child is not in school to receive the pre-ordered lunch.

If your child comes to school without a lunch, he/she may choose to purchase a hot lunch if there are extras available. You will be informed of this purchase with a notice that is sent home the next day. Payment for this purchased lunch is required immediately. Check or cash may be used to pay for lunches purchased. There are no guarantees that there will be extra lunches available!

Free & Reduced Lunch Applications. Free and Reduced Lunch Applications from the Archdiocese are available on Student Information Day at the milk payment table and in the school office. Also, you may call the office and the application will be sent home with your child. In order to be eligible for the free or reduced Hot Lunches in September, the application must be sent back to school with your first Hot Lunch Order Form.

If you have any questions regarding the Hot Lunch Program, please do not hesitate to call me. Thanks so much for following these basic instructions.

Judy Flint (224)520-1444 or Rochelle Treni (847) 875-3928 or St. Hubert School (847) 885-7702

Important Dates to Remember:

FRIDAY, AUGUST 20

MILK ORDER FORMS ARE DUE ON STUDENT INFORMATION DAY.

TUESDAY, AUGUST 24

LUNCH ORDER FORMS MUST BE RETURNED ON THE FIRST DAY OF SCHOOL.