

St. Hubert School
Hot Lunch Order Form Instructions
2011-2012

Welcome to a new school year. Our Hot Lunch Program will once again be available for all students. **New this year, we are offering salads** to ALL of our students. Hot Lunches and salads will begin on Tuesday, September 6, 2011 and end on Thursday, May 31, 2012. Here are a few basic instructions to help make the ordering process easier. 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 \$74.00 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 2011-2012 School Year will cost \$2.05 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. PLEASE DO NOT fold the order form or place in an envelope. If paying by cash, place the cash in an envelope and attach it to the Hot Lunch Order Form. If paying by check, please attach the check to the Hot Lunch Order Form. When filling out the monthly order form, circle "H" if you want a Hot Lunch or "S" if you are requesting a salad. The days you do not wish to order should remain blank. Please do not order on a day that your child has a field trip. Use the payment calculator on the order form to determine the amount due.

Semester Lunches. Hot Lunches can be ordered by the SEMESTER (Sept. 6 –Jan. 27, 2012) and (Jan. 30, 2012 – May 31, 2012). **Please submit a check for \$164.00 for each student ordering for the first semester** (\$2.05 each lunch x 82 days). You will be sent a reminder in January to make a payment for the second semester.

Credits. Since lunches are pre-ordered, credits will not be given in the event that your child is not in school to receive 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 or these instructions, please do not hesitate to call me, Rochelle Treni (847) 875-3928 or St. Hubert School Office (847) 885-7702.

Important Dates to Remember:

MONDAY, AUGUST 22

MILK ORDER FORMS ARE DUE ON STUDENT INFORMATION DAY.

FRIDAY, AUGUST 26

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