
St. Hubert School
Hot Lunch Order Form Instructions
Revised 2008–2009

Welcome to a new school year. Our Hot Lunch Program will once again be available for all students. Hot Lunches will begin on Monday, September 8, 2008 and end on Thursday, May 21, 2009. 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 Hot Lunch Milk Order Form. Both white and chocolate 1% 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 to me, I will then inform the Lunchroom Supervisor.

Lunch for the 2008-2009 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.

Hot Lunches can be ordered by the SEMESTER (Sept. 8–Jan. 30, 2009) and (Feb. 2, 2009 – May 21, 2009). **Please submit a check for \$170.00 for each student ordering for the first semester** (\$2.00 each lunch x 85 days). You will be sent a reminder in January to make a payment for the second semester.

Credits. Credits are issued upon written request for lunches ordered but not received due to an absence. If you choose not to receive credits, the money will help support the Hot Lunch Program. To receive credit memos on a monthly basis, you must fill out the request at the bottom of this form and return it to school with your first lunch order form. If you prefer monthly credits, please wait until you have received a yellow credit form from the lunch program and then attach it to the following month's Hot Lunch Order Form. Credits will be withheld if payment is due for purchased lunches. Credits issued in the 2007-2008 school year may be applied to your September Lunch Order Form for its face value of \$1.95 per lunch.

If your child comes to school without a lunch, he/she may choose to purchase one if there are extras available due to student absences. 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, cash or credit memo may be used to pay for lunches purchased. There are no guarantees that there will be extra lunches available!

Free or 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 by Friday, Aug. 22, 2008 with your 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.
Barb McGinn (847) 985-0421

CREDIT MEMO REQUEST FORM

RETURN THIS FORM IF YOU PREFER TO RECEIVE CREDIT MEMOS THROUGHOUT THE 2008-2009 SCHOOL YEAR.

STUDENT NAME _____

GRADE _____ ROOM _____

**MILK ORDER FORMS ARE DUE ON STUDENT INFORMATION DAY WEDNESDAY, AUGUST 20, 2008.
SEPTEMBER & SEMESTER LUNCH ORDERS MUST BE RETURNED TO SCHOOL BY FRIDAY, AUGUST 22.**