

Sacred Heart School
59 Wilson Street, Hartsdale, NY 10530
914-946-7242
shshartsdale.org



--- CAFETERIA NEWS ---
From the SHS Lunch Program

August/September 2017

Welcome back to the Sacred Heart School lunch program. It is our pleasure to serve your children. Our lunch program is entering its 10th year this September! Over these years we have created a set of lunch program “rules” to keep the program running smoothly. These rules are subject to change each year, therefore, please read through them carefully. We graciously ask for your cooperation with the following:

- **Menus are due in the School Office by the DUE DATE.** Please note the DUE DATE listed at the top of each menu. Menus are posted on the school website prior to the due date. In addition, a copy is sent home with your child each month. Email reminders are sent out prior to the due date. (If you are not receiving emails from the school, please contact the office.) Menus need to be received and recorded PRIOR to the 1st of that month. **Late menu forms negatively impact the lunch program.** Please help us to serve your child efficiently by remitting your forms on time each month. **Menus received ON OR PRIOR to the due date are billed for \$4.00 lunches. Menus received AFTER the due date are billed for \$5.00 lunches.**
- **Payment MUST accompany your menu form(s) with your check made payable to Sacred Heart School.** Menus submitted without payment will not be accepted.
- **Please fill out a separate menu for each child.** Please do not combine multiple children onto one menu. Your monthly order must be submitted on a menu, not in a text or email. We must have a proper menu on file for each child that orders lunch.
- **Please fill out your menu with your child.** Explain to your younger children what the food is and what it should look like. If they don’t want it, or if you are unsure, please do not order it. It is upsetting to the child, as well as all involved: the servers, the teacher on duty and any volunteers, when a child refuses what is served to them. When the children refuse to take what is served to them, it holds up the lunch line, resulting in the children who are further down the line not having enough time to eat.
- **Call-ins and Walk-ups:** All last minute call-in orders and walk-ups (children who have no lunch and need to order) will be charged the \$5.00 lunch rate. **If you have no lunch for your child on any given day, you MUST call your order into the office by 9:00 a.m.** Call-ins and Walk-ups should be for emergency purposes only. It should not become a regular habit. Call-ins and Walk-ups are NOT entitled to supersized lunch.

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- **DRINKS:** 1 drink is included with your lunch order. Additional drinks are available for sale and must be purchased. Large water bottles are available to purchase for \$1.00. Small water bottles, 100% juice boxes, and 1% milk cups are available for \$.50.
- **SNACKS:** Snacks are available for \$1.00. We offer assorted chips and cookies. Sometimes we may have other snacks available ranging in price from \$.25 to \$1.00. This may include ice pops on hot days. One snack per child, please.
- **You have the option to “SUPERSIZE” your PIZZA order for an additional \$2.00.** By circling SUPERSIZE under the menu item, your child will be served 1 slice of pizza instead of 2. We are no longer offering a supersized portion for other menu items.
- **Absence “credits”:** If you prepaid for lunch and your child is absent, you may use this credit towards your next month’s order ONLY. Just subtract the credit you are using from your next menu payment and make a note in the margin of the menu. Please **DO NOT** calculate the days into the current month’s lunch orders. **DEDUCT IT FROM YOUR PAYMENT ONLY.** The same procedure should be followed for unscheduled class trips or snow days.

CREDITS CANNOT BE USED THE FOLLOWING DAY, NOR DURING THE CURRENT MONTH.

The credit cannot be used the following day, so please do **NOT** send your child to school the next day without lunch. We only prepare enough daily for the children who have pre-ordered with a menu, with an extra couple of meals for emergencies only. **Credits MUST be applied to the next month’s order.**

ABSENCE CREDITS ARE NOT ISSUED FOR PIZZA DAYS. Pizza is ordered a day in advance. We still pay for your child’s pizza even if they are absent.

CREDITS ARE NOT ISSUED IF YOU HAVE FORGOTTEN THAT YOUR CHILD HAS ORDERED. It is recommended that you keep a copy of your menu, and refer to it daily. Credit notices are not sent home. You keep track of your child’s absences.

USE YOUR CREDIT THE FOLLOWING MONTH OR LOSE IT. It is not feasible to go back in time and search the paperwork for lunch absences.

Copies of nutritional information/ingredients for each item are available. Please contact the office if you would like to view this information. Most of the food is purchased at Sam’s Club. If your child has food allergies, please inquire with the office prior to placing your order. If you have questions, concerns or suggestions for other items you would like to see on the menu, please feel free to write a note and send it in to the attention of the Lunch Program.

THANK YOU ALL FOR YOUR COOPERATION!