



Dear Parents/Guardians:

Included on the website is the March lunch menu and order form. The District utilizes two menus: one which states 4-12 traditional is used at the middle school; one which states K-6 is used at the primary and intermediate schools. I would like to provide some guidelines on the lunch ordering process:

1. Please determine how many lunches your student would like for the month. March has 17 lunch days. Therefore, if your student selected a lunch everyday in March that would be 17 lunches multiplied by \$3 per lunch for a total of \$51. **Due to the fact the lunches are pre-ordered and prepared, the school cannot issue credits for lunches not received. We apologize for any inconvenience that this might cause.**
2. **Ordering Notes: March 15<sup>th</sup> -- 5<sup>th</sup> grade field trip, do not order lunch  
March 26<sup>th</sup> – March 30<sup>th</sup> Spring Break**
3. Please make sure that your **student's** lunches are ordered properly by circling the "L" on lunch order form on the days your student selected to purchase lunch. **Please keep a record of the days your student ordered lunch.**
4. The \$3 lunch fee includes one carton of milk.
5. Milk only can be ordered for \$.25 per day. If you decide to purchase milk only or on days when a lunch is not selected, please complete the "Milk Only" section on the lunch order form. Students who purchase milk only or extra milk will be provided a milk ticket to obtain purchased milk throughout the month. Unused purchased milk will carry over to the next month. **Please do not send your student to school with \$.25 or \$3.00 in the hope that he/she will be able to purchase milk or lunch on a daily basis. Milk or lunch must be paid for and ordered in advance by completing the lunch order form.**
6. You can purchase lunches two ways: utilizing the District's web store or by you can place the completed lunch order form in a sealed envelope with payment. On the outside of the envelope please include your student's name and teacher (if your student attends the Primary or Intermediate School) or grade level (if your student attends the Middle School). Please include your student's name on the check.
7. **If you qualify for free lunch it is imperative that a completed lunch order form is received at your student's school by the lunch order due date.**
8. Please review the bottom right hand corner of the lunch order form to determine when it is due. **The March lunch order forms are due by Monday, February 13<sup>th</sup>, 2012. Please submit your order by the due date because late orders can not be accepted.**
9. If your student has food allergies, please check with the school nurse before ordering meals. Each school nurse has a copy of the ingredients in each meal. Preferred Meal Systems is unable to guarantee that meals or extras are allergen free.

If you have any questions or concerns please feel free to contact me at (708) 450-2700.

Sincerely,

Michael J. Prombo  
Director of Finance and Operations