

August 10, 2009

Dear Parents and Guardians,

The cafeteria serves pre-ordered food from local restaurants with a bag of chips, drink and a dessert. Extra food may be ordered on the same lunch menu at additional costs. Please note extras are only available if the full lunch is ordered. The snack bar is available with an assortment of chips, fruits, yogurts, pudding, string cheese, fruit roll ups, and granola bars.

The cafeteria is equipped with 2 microwaves for children **3RD GRADE AND UP** to use to warm their lunches brought from home. Please note that the children warm their own lunches so make sure to give them appropriate instructions for food items. Please do not send the frozen foods that take longer than 3 minutes to warm up as the children only have 30 minutes for lunch and several classes go to lunch at one time.

For K4-5th grades, lunch and snack menus are sent home every Friday. If your child does not bring the menus home, you may go online (www.covenantschool.com) and print one off or extras are available in the school office. Since 6th-8th grades do not have Friday folders going home we do not send lunch menus home with these grades. You will need to go online and print a menu off or extra copies are available in the school office. Lunch and snack orders may only be submitted on official school menu forms. Please do not use scrap paper as this causes extra work for the cafeteria staff.

All menus are due on **Monday** morning, 8:15 a.m., with the exception of student absence. In case of a Monday absence, then the menus are due on Tuesday morning, 8:15 a.m. Please note that no extra lunches will be ordered. *When your child orders lunch or snack, please follow the guidelines below:*

1. Return the menus, along with payment, in an envelope with your child's name, teacher's name and grade.
2. Please circle each day's selection, any extra food items wanted, and drink selection. If your child fills out his/her own menu, please check for any inaccurate choices or addition errors.
3. **Each child must have his/her own menu.** This is very important. Menus are sorted by grade. Single menus for multiple children create confusion and extra work for the cafeteria staff.
4. Methods of payment are either the exact amount in cash or by check, made payable to CCS. If you have more than one child at Covenant you may write one check for all their meals. Please make a note at the bottom of the menu letting me know which child has the money. **Change will not be given.**
5. If your child is absent on a day he/she ordered, a credit is given for the following week on the same day. On the "total" line for that day, write credit and make sure to circle your lunch selections for this day. If the credit is not asked for within a month, the credit will no longer be available.

6. No charging of food is allowed with the exception of forgotten lunches. Once a charge is incurred a note will be sent home with the child including the amount due. Please send payment in the following day.
7. Following state law, children in grades K4 through 3rd are not allowed to choose a carbonated drink. White milk, chocolate milk, bottled water and an assortment of juices are available.
8. No candy may be purchased for snack.
9. If your child has any food allergies, please send a note into the office listing items allergic to.

Thank you for the opportunity to serve your children. They are a blessing to Tracy and myself! If you have any questions, concerns, or ideas to share, please call me at school, 633-8055. May your year here at Covenant Christian School be a blessing to your family.

Lori Grubb
Cafeteria Manager