

## HOT LUNCH INSTRUCTIONS AND POLICIES

### HOW TO FILL OUT THE MENU & PAYMENT:

1. One menu per student.
2. Please fill out each menu completely including a first name, last name, grade, and portion size.
3. Circle each day the student would like to eat. A new menu will be sent home around the 15<sup>th</sup> of every month.
4. Turn menu into the business office, along with payment.  
 \*\*\*Please note: No menu will be accepted without a payment and will not be charged to tuition accounts. Please see the business office if you would like to keep a credit card on file to pay for hot lunch each month.
5. Each menu has a due date so we can process them and order food in a timely manner. Please make sure your child's menu is turned in on or before the due date. Late menus are not guaranteed lunch the first week of the month.
6. Please make note of the dates on each menu because not all menus coincide exactly to the days of the month. Some menus might have a few days of the previous month in the first week and some might have a few days of the next month at the end of the menu. We try to make each menu 4 weeks so the cost is close to the same amount each month.

### LUNCH CREDIT:

1. Credits for lunch missed will only be issued if a student is absent for 3 consecutive days.

### EMERGENCY LUNCH:

1. Emergency lunch will be served to any student who forgot their lunch. An extra \$1.00 charge plus the cost of the meal will apply to all students who receive emergency lunch.
2. Your student's teacher will fill out the emergency lunch form and turn it into Mrs. Sullivan. At the end of each month, your tuition account will be charged.

### COST:

SMALL: \$4.50 per day  
 MEDIUM: \$5.50 per day  
 LARGE: \$6.50 per day

### MEAL + 6 oz Capri Sun:

SMALL: \$5.00 per day  
 MEDIUM: \$6.00 per day  
 LARGE: \$7.00 per day

### MEAL + 11.5 oz Snapple:

SMALL: \$5.50 per day  
 MEDIUM: \$6.50 per day  
 LARGE: \$7.50 per day

### PORTION SIZES: \*\*\*ALL MEALS ARE VEGETARIAN\*\*\*

	SMALL	MEDIUM	LARGE
Griller/Chicken burgers/Turkey sub/BLT/sloppy joe	1 sandwich	2 sandwiches	2 sandwiches + an extra side
Hot dogs/corn dogs	1	2	3
Chicken Nuggets	4	6	8
Pancakes/sausage links	2/2	3/3	4/3
Pasta	½ cup	1 cup	1 ½ cups
Pizza	2 slices	3 slices	4 slices
Quesadilla	1	2	3
Soup	½ cup	1 cup	1 ½ cups

### DRINKS:

Water will be served with every meal. Juice will be available to purchase all month, or each day through the kitchen. Capri Sun - \$0.50 or Snapple - \$1.00.

If you have any questions, please call the office or e-mail Mrs. Sullivan at [sullivanv@ndaacademy.org](mailto:sullivanv@ndaacademy.org)