

IMPORTANT PLEASE READ



August 3, 2015

Dear Parents & Student(s);

As a Parent myself, I certainly understand and appreciate the joys and the challenges of raising children, while also balancing a career. There are times when lunches and/or lunch money are left at home, in the car, or even on the bus. When instances such as this occur, your child will **NOT** go hungry. Our policy & procedure for these moments is as follows:

- 1.) Please notify the teacher or the office if you become aware of a forgotten lunch.
- 2.) The teacher will notify our Cafeteria Manager.
- 3.) The child will be provided a lunch that consists of a drink and an item from what is on the menu that day (example would be a slice of pizza, cheese burger, bagel with cream cheese, etc).
- 4.) This will be purchased on credit, and the student's name and items purchased will be noted.
- 5.) The child will be given a note from our cashier to bring home, stating that their Lunch Account balance is low.
- 6.) Once money has been deposited into the child's lunch account, the credited purchase will be deducted from the balance.

Please be aware that snack items, including ice cream and chips are **NOT** part of this program.

If you have questions about this policy, please feel free to contact us.

We are currently in the process of setting up a service that will allow you to manage your child's lunch account online. This service will allow you to make deposits, check account balances, setup low balance email reminders, and view activity reports. We will have more information on this new service in the coming weeks.

Sincerely,

Paul Paetow
General Manager- **ARAMARK**

Christine Carlen
Cafeteria Manager
Carlen-christine@aramark.com