

ST. MONICA ACADEMY
HOT LUNCH PROGRAM
2009-2010

August 13, 2009

Dear Families of St. Monica Academy,

Hello! My name is Lauren Clark and I am the owner of Amy's Patio Café. Last year I started a hot-lunch program for St. Elizabeth School on Lake Ave. in Altadena. This year, my restaurant will be launching a trial hot-lunch program at your school. Each meal is designed to be delicious, kid-friendly and nutritional.

How to order lunch:

1. Attached are a menu and an order form for the month of September. Please mark the corresponding dates your child wishes to eat with the dates on the order form. Mark the order form box with an "X" if you wish to select regular sized meals (\$3.50 per meal, available to all grades), please mark the order form box with a "B" if you wish to select bigger meals (\$4.00 per meal, available to 5th-12th grades only).
2. Count the number of lunches you have selected. At the bottom of the order form are the calculated prices for the lunches. Make sure if you have selected bigger lunches that you use the "Big Lunches" calculations.
3. Please fill in your credit card number and expiration date on the order form if you are using a credit card (there is a \$1.00 service fee for using a credit card). Checks should be made out to AMY'S PATIO CAFÉ. Cash is also acceptable.
4. Turn your order form and money into the office. Make sure your child's name and grade are clearly marked and your money is either stapled to the order form or is in a sealed envelope.
5. The due date for September lunches is August 28th by 2:30pm. Any forms turned in after August 28th will be charged \$.50 extra per meal.

Other things to know:

1. If your child needs to purchase an emergency lunch, they can be purchased that day for \$4.00 (regular sized lunches only). If they are paid at a later time, the meal costs \$5.00.
2. Children are allowed up to three emergency lunches before the balance MUST be paid. Children with unpaid balances will be ineligible to participate in the lunch program until the balance is paid. E-mail notices will be sent at the end of each week if your child has an owed balance. Balance-Owed notices will also be mailed home each month.
3. If your child is not attending school on a day they have signed up for lunch, you must notify the office prior to 9am the morning of the absence or you will not be credited the meal. Credited meals will be applied to the following month's balance. Credit notices will be mailed home each month.

Please support this lunch program. It will only work if you choose to use it! We look forward to a wonderful year, and are excited to try out this program with your school!

Sincerely,

Lauren Clark
Amy's Patio Cafe