

Macon East Academy
Lunchroom Letter for Parents K3-6th Grade
Revised July 18, 2019

Dear Parents:

I am looking forward to being the Lunchroom Manager this year at Macon East Academy. We will do our best to offer meals that your child will enjoy and keep cost to a minimum.

Lunch menus will be sent home with your child **every two weeks**. Please complete and return the "Return Tab" along with your check. **Please do not send cash.** Please make sure it is stapled together or in an envelope. **PLEASE make sure to put your child's FIRST AND LAST name and teacher's name/grade on their menu.** Please send it back by the DUE DATE. **Late menus WILL NOT be accepted.**

*****K3 and K4 Parents**

Mark which **DRINK** you would like your child to have on the order form. If no drink is marked on the menu your child will be given white milk. Drink options are white or chocolate milk, apple juice, or orange juice for **lunch only**. If he/she wants something else, please send it from home. Your child may order milk or juice for **snack**.

Please order lunches for the **TWO** week period. It does not matter how many days or if they only order for one week. The menu **MUST** be turned in by the due date. If your child does not pre-order lunch from the menu, they may not be able to get what is offered for that day. Food items are prepared for what is pre-ordered. We will not take daily lunch orders. In case of an emergency, please see me in the lunchroom, not your child's teacher. If your child would like to order items from the Ala Carte items list, please indicate which item they would like to the menu order form beside the date on the day they wish to have that item for lunch. Prices are listed to help you with the total amount due for that menu.

CHICK-FIL-A and PIZZA MUST be pre-ordered on your child's menus. You can not order these items the day these are offered on the menu. These items must be pre-ordered with our vendors. The number ordered is based on our pre-orders from the menus we have returned to us.

If your child is absent, it is your responsibility to let the lunchroom know by 8:45 a.m. each day or you will **not** be given credit for that lunch. If your child has pre-ordered lunch and decides not to eat what they have ordered that day, no credit will be given. Credits are given **only** if you call and cancel when they are absent or a field trip is accidentally on the menu on a day they are not eating in the lunchroom.

If you have any questions, please call 277-6566 ext. 214 and leave a message and I will get back to you as soon as possible. The best time to call me is before 8:30 a.m. or after 1:15 p.m.

PLEASE REMEMBER STUDENTS ARE NOT ALLOWED TO CHARGE IN THE LUNCHROOM. If they have an emergency and forget their lunch and must charge you will receive and IOU slip for the amount due.

I am looking forward to a great new school year!
Tresia Honaker, Lunchroom Manager