



NATIVITY OF OUR LORD  
CATHOLIC SCHOOL

## Hot Lunch Policy 2016-2017

August 2016

Dear Nativity School Parent,

Nativity School is fortunate to offer our students and staff an outstanding hot lunch program. The food is prepared on site by our own kitchen staff and served by a wonderful group of parent volunteers each day. A copy of the monthly lunch menu is included in the last e-blast of each month and is also available on the Nativity School website. Parents are asked to review the menu with their children to decide if they will have hot lunch or bring a cold lunch each day. For students who choose to bring a bag lunch from home, milk is available for purchase during each lunch.

**Lunch prices for the 2016-2017 are as follows: Grades K-5 \$2.75 and Grades 6-8 \$2.85; all hot lunches include one carton of milk. Extra entrees are available for purchase for \$0.75 in grades 4-8. Milk is available for purchase for students bringing a cold lunch and for those who wish to purchase an extra milk for 40¢ a carton.** As you know from your own household expenses, food prices continue to increase, including the cost of milk. You will notice that we did not increase the milk prices for the upcoming school year, but the lunch prices did increase slightly due to the increased food costs.

**Hot Lunch**, operates on a **pre-paid basis**, and families are expected to carry a positive balance throughout the year. Like last year, all hot lunch and milk purchases will be debited on the computer when the student uses his/her lunch or milk card. Even those families that don't use the hot lunch program, but will be purchasing milk throughout the year, will be asked to deposit money into their family's lunch account. Families will have the opportunity to deposit money into lunch accounts on Registration Night, August 23, 2016, OR you may deposit lunch account money through your family's FACTS account, using the instructions on the backside of this note. **It is imperative that all families start the school year with a positive balance in their family's account.**

All school families are asked to **login to EDUCATE by TADS weekly (formerly known as Cornerstone, our student information system and electronic lunch program)** to check their family's lunch balance. (Login information is included in this registration packet.) Negative lunch alerts will be sent electronically through TADS' Alert Module every other week if your family's account has fallen below five dollars at the time the alert is sent. **Lunch accounts need to be replenished within one week of the alert being sent out.** Families that are unable to bring their account current and reload for future use within the one week time period will be asked to send their child(ren) with a cold lunch and drink until they are able to do so. Families who have questions about their lunch account should email Josh at [jmedellin@nativity-mn.org](mailto:jmedellin@nativity-mn.org) or call the kitchen at 651-696-5415. We ask that phone calls be made between 7:30 – 10:30 a.m. and 1:30 – 3:00 p.m. The kitchen is busy preparing, serving, and cleaning up from lunch between 10:30 a.m. – 1:30 p.m. so they will not be able to take your phone call during these times.

**If your family has an outstanding balance from last year, you will find a bill attached to this letter. The electronic lunch program will not allow negative balances from the 2015-2016 school year to be carried over to the new year; therefore, it is imperative that all past due balances be paid on or before registration night – August 23, 2016.** Lunch accounts will also need to be reloaded for the 2016-2017 year on Registration Night. If you have questions regarding your statement, please contact Mr. Josh Medellin, our Hot Lunch Director, at (651) 696-5415.

We are doing our best to offer our students and their families an affordable, balanced lunch program and appreciate everyone's cooperation and responsiveness to our request for compliance with these policies. Thank you for helping us maintain a strong hot lunch program, which benefits all our children.

Josh Medellin  
Hot Lunch Director

Sandy Kane  
Assistant Principal

Kate Wollan  
Principal