

## Procedure for Lunch Cards

1. Fill out top portion of card with the child's name and grade. (Please use black or blue ink.)
2. **Monthly/Weekly ordering is recommended.** Students do not always remember to turn in their envelope resulting in not receiving the lunch of their choice. All lunches are made as ordered.
3. Please circle your child's lunch choice on the card. Choice 1 is on each calendar day. Choices 2 thru 5 are in the calendar **inset** marked Alternate Daily Choices. It is your responsibility to fill out your child's lunch card. (Please remember what you order is what your child will get!) **PLEASE CUT LUNCH CARDS ON CUTTING LINE!**
4. If ordering Ala Carte items, please write choice in the correct box under the numbers. (such as ham & cheese, turkey, etc.)
5. If not ordering on a particular day, please put an X in the box.

Monthly Cards & payments are due 3 days prior to the new month. (**NO EXCEPTIONS!**)

Weekly Cards & payments are due on Thursday of the previous week.

If ordering daily - Choice and money must be in an envelope and handed in that morning (**please do not use plastic zip-loc bags as they cannot be stamped**). NO CASH will be accepted for lunches at lunchtime until everyone that ordered has received his or her lunch.

Milk may be ordered **Weekly** or **Monthly**.

Snacks may be purchased with cash. **Please do not include snack money with lunch money!**  
**(NO CREDIT ADVANCED FOR SNACKS OR DRINKS)**

It is your responsibility to keep track of any sick, snow, weather related days off, class parties, class trips, or anything that will keep your child from getting a school lunch. You may deduct the amount from the next week or month, which ever applies. If you use a daily envelope, please notify me when you want to use the lost day. **There will be no refunds made!** I do not receive enough daily cash to refund money.

Remember to make your checks payable to **Nu-Way** or send exact change!

<b>Name:</b> _____	<b>Grade:</b> _____				
	MON.	TUES.	WED.	THUR.	FRI.
WEEK 1 9/09	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
WEEK 2 9/16	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
WEEK 3 9/23	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
WEEK 4 9/30	1 2 3 4 5	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
WEEK 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
<b>(Choose amount from rates on the Lunch Calendar on Website.) Amount Enclosed: \$ _____</b>					

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**SAMPLE CARD:**

For Alternate Daily Choices see inset on Monthly Lunch Calendar.