



Lunch Program Procedures and Policies 2010 – 2011

Welcome students and parents to a new and exciting school year. I would like to start by saying it is wonderful to be part of the HCA Family, this will be my 15th year managing the HCA Café. We at the Café work and prepare on-site daily foods that are balanced and nutritious for all students and staff. We use only high quality, name brand food products for our lunches. We are high in fiber and grains with fresh fruit and vegetables and low in fat. Our lunch program is designed to be a healthy and positive experience for our students. Our ala carte menu has many healthy based selections with varied salads, whole wheat wraps, soups, and sandwiches. We at Highlands encourage parents to have lunch with their children or volunteer with our elementary classes during their lunch period.

Lunch Procedures

Students in K3 through 12th grade have the option of either purchasing a meal from the HCA Café or bringing their lunch from home. The HCA Café prepares on-site daily a balanced and nutritious hot lunch menu for our students. **HCA Café accepts cash or checks only.**

Menus will be posted for each new month on the HCA website and on our edline site. The attached August menu will be the only menu sent home. Other monthly menus can be obtained online and printed at home. All K3 -5th grade classes will also have menus posted in the classroom.

Although the HCA Café maintains a NO CHARGING policy, in rare cases of forgotten lunch or lunch money, students will receive an EMERGENCY HOT LUNCH. A letter will be sent home to notify the parent of the lunch fee. The amount of the charge will be placed on your school bill. Students in grades 6-12 will not be permitted to charge more than 3 times a school year. (After the third time they may go to the office and phone their parents to make lunch arrangements.)

K3 & K4 Students

HCA Café works on a **PRE-PAY SYSTEM**. Lunch money is collected on Mondays only (exception for holidays). Lunch meals are priced at \$3.25 per day and include a hot entrée with 3 sides and choice of milk, juice, or water. If the hot entrée is not desired, parents may choose a PBJ sandwich. HCA provides **Lunch Order Envelopes** for your convenience, or you may use any envelope from home indicating on it the student's name, day(s) or ordering, and choice of hot or cold lunch(es).

Lunches **must be purchased on Monday** for the coming week. In the case of last-minute lunch needs, parents may stop by the cafeteria office and order a lunch (although some menu items will only be served upon availability). **Last-minute lunch orders should not be sent to classroom teachers.**

K5 – 2nd Grade Students

Please pay close attention to the guidelines outlined above. Additionally, drinks, ice-cream, and snacks may be purchased in the HCA Café.

3rd – 5th Grade Students

Students **"PAY AS YOU GO"** and may choose the hot lunch meal of the day or from the ala carte menu. Also, the HCA Café offers a wide variety of nutritious soups, salads, and low-fat wraps.

6th – 12th Grade Students

Students **"PAY AS YOU GO"** and may choose from our many selections on the ala carte menu. Also, students will have a mid-day snack break at which time breakfast items will be sold.

Pre-Pay Option (K3-2nd Grade)

If you are a daily lunch buyer and want to avoid the hassle of weekly lunch ordering, you can prepay for the month and receive a 5% discount. (Discount available for K3-5th grade only for the lunch meal). For more information, please contact Dena Shafer at 954-421-1747 x1021.

Have a wonderful school year! At any time, feel free to call me with questions or menu suggestions!

Mrs. Dena Shafer

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