

# 2017-2018 Lunch—Highlights & Procedures

**We regret that we will NO LONGER be able to accept late orders.**  
**You will need to pack your lunch for the month if you miss the deadline.**

**Note: First deadline is Friday, August 11!**

HOW do I order lunches?

**Find the order form for the appropriate month, ie: “August” Lunch Order Form...**

OPEN the document, then:

- ❖ Click on “Student”...type in your name instead
- ❖ Enter **Number** in the “Quantity Ordered” column only!
- ❖ Total will be calculated for you at end of form
- ❖ Save as Excel –Use your name and month for document title
- ❖ Email the Excel file to Mrs. Hinrichs: [ahinrichs@lhskc.com](mailto:ahinrichs@lhskc.com) --\$5 processing fee for other methods of submitting lunch order
- ❖ Bring money to office by/before the deadline or pay \$5 late fee (see order form)

***Don’t have computer access at home or lacking EXCEL files?***

Students are welcome to logon at school, pull up the order form, save, and submit to [ahinrichs@lhskc.com](mailto:ahinrichs@lhskc.com)

Be sure to save/print out your lunch order. Hang in your locker and/or at home so you can check when to bring your lunch and when you have lunch waiting for you! A summary of each week’s lunch order should be posted on the corner bulletin board by the office to check if you ordered. I try to post the week before—be sure to look at correct dates! Please, do not go through the lunch line just to ask Mrs. Hinrichs if you ordered! ☺

## **LUNCH CARDS**

Save TIME over digging for cash, change, or borrowing money AND keep the lunch line moving for everyone! A lunch card has a \$20 value but will only cost you \$18. You may purchase when ordering lunch OR send in money anytime and a lunch card will be made and available to pick up in the lunch line.

## **SPECIAL DAYS:**

Thursdays—Papa John’s Pizza or Subway Sandwich days!

Fridays—Bosco sticks are available.

*(These are breadsticks with cheese inside, served warm!)*

## **A La Carte Room**

*These items may be purchased by anyone  
on any day the lunch line is open...no pre-orders needed!*

*The salad is no longer offered as a “salad bar”. However, side salads will be available for \$1.00 in the A La Carte room and will come with toppings already added. Ham/chicken to add to your salad is an additional purchase and will be available in a portioned container for \$1.00 each*

*A La Carte items—including: drinks (water, tea, Gatorade, apple juice, milk), servings of fresh fruit and/or veggies, applesauce, cheese sticks, pre-packaged snacks (chips, crackers, snack mix, cookies), and ice cream novelties. These items sell for \$1.00 EXCEPT the milk and cheese sticks are only \$.50 each.*

### **Lunch Line Procedures**

- RULE OF 3: Limit 3 students in A La Carte Room and 3 students in kitchen. All others wait in line at the door. Thank you!
- IF you are not buying items from A La Carte selection and you did not order food for the day, PLEASE do not stand in line **and** do not go through the A La Carte Room just to hang out with your friend(s).
- If you ordered food for the day—Pick up your “Food Tickets” which will have your name pre-printed on them and be sure to pick up entire stack in case ordered more than one items for the day! They will be in alphabetical order on table as you enter the A La Carte room, just look to your left!
- Choose your choice of “A La carte” Items...you don’t have to have “food ticket” to purchase these items
- Mrs. Hinrichs will then check you out (pay using cash or lunch card)
- Proceed to the kitchen (door to the right of Mrs. Hinrichs) if you have “Food Tickets”, or proceed directly to the cafeteria if you only purchased A La Carte Items (door on the left of Mrs. Hinrichs)
- Please be prompt coming through the lunch line and picking up your pre-ordered food. We do offer “extras” during the last half of lunch and unclaimed food will be sold!
- You may come back through the A La Carte room at any time prior to the bell ringing and purchase snacks, drinks, ice cream...Use the Entrance, not the Exit. THANK YOU!

### **VOLUNTEERS NEEDED**

We are again looking for 2 volunteers to help serve lunch on Thursdays. No cooking required! One person is needed to also pick up the order on your way to LHS and return pizza bags after lunch as applicable. We will be alternating between Papa John’s Pizza and Subway Sandwiches. Volunteers are needed every week—pick as few or as many days as you can to help out! We lost a few volunteers from last year due to changes in their work schedules, so step on up and sign up. You may contact Alice Hinrichs to volunteer and sign up, [ahinrichs@lhskc.com](mailto:ahinrichs@lhskc.com) or click on this Sign up Genius

Link: <http://www.signupgenius.com/go/5080e45a8ac292-1718>