



PLEASANT RIDGE WALDORF SCHOOL

Hot Lunch Program Procedures

Our organic hot lunches are available Mondays through Thursdays. To sign up for lunches, fill out a hot lunch form. The hot lunch form for each month will be distributed with the Lunchbox Express on the second Wednesday of the month prior to the month in which it will be used. Hot lunch menus are also available on the school website and from the black box on the wall across from the school office, next to the gym doors. **All meals are \$3.50.**

Families whose children eat **every lunch** every month **may sign up to have their lunch fees deducted automatically from their bank accounts.** Families interested in this option should sign up in August or the first week of school. Please stop by the office to register as soon as possible for this option. **The deadline is Thursday, September 5th.** The automatic withdrawals will take place between September and April. Any credits accrued during the school year will be applied to the May hot lunch form. Feel free to stop by the office or call if you have any questions about this option.

For those submitting hot lunch forms monthly, the completed forms and payments are **due at least a week before the end of each month.** Timely return of the forms helps kitchen staff with purchasing food supplies for the month. Hot lunch forms, with money attached, should be dropped off in the office in the metal basket on the little white table.

If your child is ill or out-of-school unexpectedly, please call the office and specifically ask for a credit for your child's lunch on that day. Just calling in to say your child is sick isn't enough, as the office manager doesn't know on which days your child is signed up for lunch. **If your child is signed up for hot lunch on snow days, please let the office know you need a credit.** When filling out the forms for the following month, just indicate the number and dates of lunches that were missed under "Credits" and subtract the appropriate amount from the total.

Hot lunch credits are posted above the black box on the wall across from the office, next to the gym doors, when the new lunch menu is available. Credits that occur after that date will apply to the following month, even if you haven't turned in your form yet. If you have a question about the credits posted, please ask the office manager.

If your child should need an extra lunch during the month, just call or stop by the office in the morning and pay the Office Manager for the lunch.

If you have any questions about this process, please stop by the office and the Office Manager will be happy to help you.



PLEASANT RIDGE
WALDORF SCHOOL

A joyful education for the head, hands, and heart.

(608) 637-7828 • 431 E. Court Street, Viroqua, WI 54665 • pleasantridgewaldorf.org