

October 2017

Dear PSS Families –

We are ready to launch our Hot Lunch program! We are very excited about offering you a few new options to help with the weekly lunch planning. Here are the key points for Hot Lunch and Milk:

- Milk & lunch order form will be **sent home on Thursday** of every week. If your child is absent on Thurs, we will send it home on Friday. We will post it to our school website in case you miss it and want to print it on the weekend.
- The order form and money will be **due Monday morning by 9am.** We will **NOT accept any late orders for lunches or milk.** Please ensure all information is filled out on the form.
- If **you miss the Monday deadline** due to illness, late arrival or other absence, you will not be able to order that week.
- We are asking for **exact change** to be provided each week. Making change can be very time consuming for teachers and the office. If you'd like to pay by cheque, please make the cheque out to Prince Street School.
- When you send the order form back to the school with the money, please put the form and money in an **envelope or baggie.** Without the order form and/or money, we will not place the order.
- If we have a storm day, or your child is absent, please add that to next week's order and indicate that you already paid.

Thanks for helping us stay organized and efficient! We love that we can offer some new lunch options and appreciate your help in following the guidelines. Please contact your child's teacher or the office if you have any questions.

Ms. MacKenzie
(Principal)