

# *Parsippany-Troy Hills Township Schools*

*292 Parsippany Road, PO Box 52  
Parsippany, NJ 07054*

Dear Parents/Guardians:

## **RE: Guidelines for Ordering Lunch**

The District offers a hot lunch program to all students. In order to facilitate the ordering process, please help us and adhere to the following guidelines:

1. Please complete the order form with your child's **first and last name, teacher and grade**.
2. All orders are due on or before, but *no later than*, **Tuesday at 10:00 A.M.** Unfortunately, we cannot accept lunch orders past Tuesday. If late, you will be directed to bring the order to Pomptonian at Parsippany Hills High School.
3. Check menu for weeks that involve **school closings**. The return date on the menu will be different.
4. Please do not put two lunch orders on one form.
5. If you are sending in orders for multiple weeks, each form needs a separate check.
6. Milk orders must be ordered for the entire week (see statement on menu). Please make sure you select a beverage for your child or **none** will be selected.
7. The exact \$ amount is required (see form—no monies will be returned with student). We cannot send home change with your child.
8. If you have applied for free, or reduced lunch, you must wait for approval from the Board of Education; until then you must pay the full amount of the lunch order.
9. If you are on the free lunch program, **you must return a completed lunch form each week for your child**. We cannot order for any child due to allergy restrictions.
10. Lunches must be pre-ordered. There are no extras available for sale on a daily basis.
11. If you need to **cancel lunch**, you **must** do so by 8:00 am the morning of by calling Pomptonian directly at Parsippany Hills High School **#973-682-2815, ext. 2411**.
12. A credit slip will be issued for canceled lunches directly from Pomptonian, usually within a week. The credit slip will be sent home with your child. Lunch credits are not issued by the school. If you do not receive a credit that you are expecting, please contact Pomptonian directly at Parsippany Hills High School **#973-682-2815, ext. 2411**.
13. To redeem a Lunch Credit Slip (snow days, cancellation, etc.), attach it to your child's next lunch order as a form of payment.

If you have any questions or concerns, please call the School Lunch Coordinator at (973) 889 – 3361.

Thank you for your cooperation.