

LONGMEADOW PUBLIC SCHOOLS

FOOD SERVICE DEPARTMENT

127 Grassy Gutter Road
Longmeadow, MA 01106

Heidi Gregoire, Director of Food Services

Telephone (413) 565-4230
Fax (413) 565-4229

Memo to Longmeadow Public Schools Parents/Guardians

From: Heidi Gregoire , Director of Food Services

Re: Lunch Prepayment Procedure

Procedures for prepaid lunch:

- 1) By Mail: Checks should be made out to Town of Longmeadow School Lunch. Mail to your child's school, Attn: Cafeteria, (your school's address, Longmeadow, MA 01106. Please be sure to include your child's full name, grade, teacher's name, and how many lunches you are purchasing. Elementary \$2.25 per lunch, Middle and High Schools \$2.50 per lunch. No cash please.
- 2) Drop off at the school's office: Leave the envelope in the cafeteria mailbox. Please write your child's full name, grade, teacher's name, and how many lunches you are purchasing on the front of the envelope. Elementary \$2.25 per lunch, Middle and High Schools \$2.50 per lunch. Checks will not be accepted in the lunch line.

Paying for your child's lunch in advance helps keep the lunch line moving faster and gives students more time to eat. Your child's balanced is carried over from month to month.

For your convenience:

Elementary:		Middle & High Schools:	
<u>Lunches</u>	<u>Amount</u>	<u>Lunches</u>	<u>Amount</u>
5 *	\$2.25	5 *	\$2.50
10 *	\$2.25	10 *	\$2.50
September (20 Days)	\$45.00	September (20 Days)	\$50.00
October (21 Days)	\$47.25	October (21 Days)	\$52.50
November (17 Days)	\$38.25	November (17 Days)	\$42.50

(Elementary Schools Only) Please note: In the event your child should forget their lunch from home, does not have any prepaid lunches left, or does not have \$2.25, the PTO has money available in the cafeteria that students can borrow for lunch. **This system is not part of the lunch program.** Money borrowed should be paid back to the PTO **in cash. Do not pay PTO IOUs along with your prepaid checks.** They should be paid back in separate envelopes. The PTO IOU money is limited, so please repay the borrowed money as soon as possible.

If you have any questions, please contact me at 565-4230.

Thank you for your continued support of the School Food Services program.