

Saints Philip and James School

*359 Clinton Avenue
St. James, New York 11780*

Telephone (631)584-7896

Fax (631)584-3258

www.sspjschool.net

Dear Parents,

Our lunch program is scheduled to begin on Monday, September 24, 2018.

Parents must purchase lunch coupons in advance. These coupons are available in denominations of \$1.00, \$2.00, or \$3.00. Each denomination must be purchased by the sheet. Each sheet contains 10 coupons. This means that coupon sheets are available for:

- \$10.00 for 10 \$1.00 coupons
- \$20.00 for 10 \$2.00 coupons
- \$30.00 for 10 \$3.00 coupons

Lunch entrees range from \$2.00 to \$5.00 with most entrees set at \$3.00, and a small water bottle is offered for \$1.00.

Your first **SSPJ Lunch Coupon Order Form** will be sent home in your child's folder (one order form per family). After that, the form will be available to print from the SSPJ school website.

To order lunch coupons:

- Fill out the *SSPJ Lunch Coupon Order Form*.
- Send the form to school with a check made out to Saints Philip and James School.

NOTE: There is no need to order separate coupons for each of your children in the school. You may order coupons for your entire family.

To order lunch:

- Fill out the lunch order form for the day of the week your child wishes to purchase lunch.
- Use the correct amount of lunch coupons to pay for that day's lunch.
- Put the lunch order form and the lunch coupons in a clear resealable plastic bag.
- Have your child hand the clear resealable plastic bag to their teacher the morning they are ordering.

You can reorder lunch coupons at any time. Simply bring in a completed lunch coupon order form and a check to the school office, or send these to school with your child.

Although you can send coupon orders to school any time during the week, we will only fill those orders once a week. Send your coupon order form to school by Tuesday, in order to have the order filled that same week. You will usually receive your coupons no later than Wednesday.

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NOTE: The first time coupon orders will be filled is the week of September 17, 2018 so that you will have coupons when the program begins on Monday, September 24, 2018.

Please remember to send your child to school with the correct coupon amount for each day's lunch as we cannot give "change" back in the form of cash or other coupons. For example, if your child orders a \$3.00 entrée and a \$2.00 salad you must give us only \$5.00 worth of coupons. If, for example, you send in two \$3.00 coupons for a total of \$6.00, we cannot give you back a \$1.00 coupon. The extra coupon will be donated to the school.

Please note that:

- **Parents are welcome to volunteer as counters or servers for lunch!**
- To volunteer for the lunch program, or any other program at school, you need Virtus training and a background check. For information, see the SSPJ website, or call the school office.
- Any time school has a delayed opening ***lunch will not be available for purchase***. You must send your child to school with a lunch from home.

If you have any questions, please contact:

Mrs. Hensen...chensen5633@sspjschool.net

As always, thank you for your cooperation and support.

Ms. Diane Anderson

SSPJ Lunch Coupon Order Form

Family Name: _____ Date: _____

Indicate the number of each coupon sheet you want to purchase; then, total the amount:

____ \$10.00 Coupon Sheets (10 \$1.00 coupons per sheet) _____ X \$10.00 = _____

____ \$20.00 Coupon Sheets (10 \$2.00 coupons per sheet) _____ X \$20.00 = _____

____ \$30.00 Coupon Sheets (10 \$3.00 coupons per sheet) _____ X \$30.00 = _____

Total amount = _____

Please **pay by check**, make your check out to **Saints Philip and James School**, and write your check # here: _____

Let us know how you would like to receive your coupons by checking **one option** below:

When my order is filled, please:

- Leave my coupons at the school office. I will pick them up. _____
- Please send my coupons home with my child, _____, in Grade _____.

NOTES:

- Although you can order coupons any time during the week, we will fill those orders once a week.

Have your order in by Tuesday to receive your coupons by Wednesday.

- There is no need to order separate coupons for each of your children in the school. You may order coupons for your entire family.
- Remember to **reorder** coupons before you run out. Print this order form from the SSPJ website as needed.

For your convenience, the **SSPJ 2018 -19 Lunch Menu** available on our website 9/20/18
