

Christian Catering Company

Christian Catering Company is a group of professionals dedicated to providing nutritious, kid-friendly meals for Our Lady of the Valley School for the last 15 years. We all have an affiliation with OLV as parishioners and we all have children or grandchildren either at the school or who have attended OLV in the past. It is our mission to make sure we have something on the menu at all times that appeal to everyone. We will be introducing new menu items periodically, as well as keeping many of the favorites the kids love. We are always open to suggestions of new menu items, so feel free to contact us!

The lunch program operates on a pre-ordering basis, which is accomplished by completing a monthly lunch order form. These are sent out via Constant Contact to the email address you provide the school. If you do not have online access or cannot print, please contact us and we will send a copy home via backpack mail. Due to the rising cost of the quality goods we receive, we prepare only what has been pre-ordered. We do not keep excess inventory, so it is very important that you follow the pre-order policy if you wish your child to have hot lunch. It is our wish that hot lunch is a great experience for your children. The following guidelines will help the lunch program run more smoothly for all concerned. Please read the following IN ITS ENTIRETY, as there are several changes from past years.

- Make the kitchen aware of any allergies your child may have
- Make checks payable to OLV LUNCH PROGRAM
- Put your child's name on their lunch form
- Turn your menu in on or before the return date listed at the top of the menu
- Go over the menu WITH YOUR CHILD and make sure you are ordering what he or she likes. We prepare for what is ordered, so there is no changing allowed.
- You must purchase a meal priced \$3.50 or higher before "extras" are ordered. For example, if you want to order an extra cheeseburger you must purchase the meal and then add the extra cheeseburger. The same applies to chicken nuggets, pizza, etc.
- Please record your order dates on a calendar at home so you will know when to pack lunch for your child
- Indicate on your form if you have special requests, i.e. no cheese on a burger or sandwich, peanut butter only, etc. Please DO NOT special order wraps. They are all made the same way
- Credits are issued for pre-ordered lunches ONLY when we have received a call prior to 8:30 a.m. on the day of the missed lunch. There are absolutely no exceptions to this policy. It is perfectly fine to leave it on the voicemail as soon as you know. If you have to check your child out, please feel free to call us and we can wrap the lunch up to go. **Credits are not accepted via email!!**
- It is fine to combine a check for lunch and an ice cream ticket, but please do not combine checks for milk and ice cream. They are two separate programs. Ice cream tickets can be used to purchase ice cream, chips, yogurt, bottled water, french fries and cookies. They may not be used to purchase milk. You must have a milk ticket (or cash) if you wish to purchase milk. When sending in a check or cash for ice cream, please note in the memo section of the check your child's name and teacher, especially if you have more than one child. If cash is sent in an envelope with no name on it, we obviously have no way of knowing who it belongs to.

Following are a few VERY IMPORTANT policy changes:

- Due to the rising cost of groceries and our desire not to raise the cost of the lunches, we will be unable to offer the "everyday order discount" this year. We apologize for any inconvenience
- There are a few items that had to increase in price so that we could still offer them. We tried to keep those at a minimum.
- If you choose not to fill out a lunch order form bring money in to purchase lunch, **the cost of that lunch will be \$4.00** and we cannot guarantee an entree option. Our best advice is to fill out a lunch form.
- If you neglect to pack lunch for your child on a day he or she has not ordered, we will provide either a peanut butter and jelly lunch or bagel lunch and **you will be billed \$4.00**
- There is a \$5.00 late fee that will be enforced on forms we receive after a menu starts. There is a requested return date at the top of them menu so that we can get all the forms counted and order proper quantities of goods. Please make every effort to get your form in by that date. The late fee is imposed because when we receive late forms that we have to manually add after our spreadsheets have been printed, it gets expensive to have to re-do everything.

Thank you so much for your cooperation and adherence to the above policies. It will help us run a highly efficient, quality program. If you have any questions about anything listed here, please feel free to email me at markandshannonc@aol.com or contact us in the kitchen at 991-9804.

Sincerely,

Shannon Carney, Kitchen Manager