

City Tree Christian School Hot Lunch Policy

- **No late orders can be processed.** Order forms are due by 6:00p.m. on the due date indicated on the order form.
- Orders must be complete: Child's first and last name, teacher, lunch selections, and total calculation.
- Drop orders in the HOT LUNCH mailbox located to the left of the school office. Do not leave orders in the school office or with your child's teacher.
- NO REFUNDS will be given for any reason, including illness. **Please make sure you know when your child's field trips are before ordering lunch.** Once an order has been placed, we have no way of changing that number.
- Hot Lunch payments may be made by cash, check, money order, or cashier's check. Payments must be attached to order forms or placed in an envelope and labeled with the child's name. This is especially important with cash! ***Check should be made payable to City Tree.***
- A separate order form must be filled out for each child. Do not put more than one child's name on an order form. If you are paying for more than one child, include all order forms and payment attached or in an envelope.
- Additional order forms can be found in the file folder to the right of the HOT LUNCH mailbox or by visiting the school's website www.citytree.org go to the quick links.
- Hot lunches cannot be ordered at the last minute to cover a forgotten lunch.
- Once orders are placed, a spreadsheet showing student names and lunches ordered will be posted on the second floor next to the hot lunch mailbox.
- Scott Johnson is our hot lunch provider. Please contact the Hot Lunch Coordinator at Nancy.whitelock@citytree.org with any questions regarding the Hot Lunch Program or Mrs. Whitelock can be reached at (619) 232-3794.