

Introducing **MEALS ON DEMAND**... Let's say you ran out the door and forgot to pack a lunch for your child or they left the lunch you made in your car. Now there is a way to eliminate the hassle of making sure they get a lunch on any given day. Here's how it will work.

1. Prepay for a package of meals and you'll receive a ticket of four meals to use at your discretion. It costs a little more than our preordered Hot Lunch Program, but definitely more convenient and cheaper than a last minute trip to your favorite fast food restaurant during your busy day.
2. If you arrive to school and know your child will need to use your *Meals on Demand*, stop by the office and fill out a slip to request a lunch for any day you wish.
3. If your child comes to school and unexpectedly has no lunch, best efforts will be made by staff to track down the lunch you made for your child. If no lunch is found, and your child (ren) has a prepaid Meals on Demand form on file with an up-to-date payment, they will be served a lunch.
4. *Meals on Demand* are served on a first come, first served basis. Should we run out of what is being served on the menu, an alternative lunch will be offered. If neither of these options is available, your child will not be charged for using a lunch from their Meals on Demand card, nor will they go hungry. A meal will be facilitated for your child as outlined in the Parent Handbook.
5. Be sure to include your payment, see below for dollar amounts, turn it into the office and they will put it in Nancy Whitelock's mailbox. Your child will receive his or her meal that day as long as you have made your payment.
6. When your Meals on Demand has expired, you will be notified in your parent file by receiving another form, at which time you may choose to reload your account.
7. Additional forms can be found by visiting the school's website [www.citytree.org](http://www.citytree.org), or in the Hot Lunch file near the mailboxes across from the school office. Completed forms should be turned into the Hot Lunch Mailbox with a securely attached check (no staples please).
8. Unused Meals on Demand cards will carry over from month to month, but please be sure to use them all up by the end of the school year as NO REFUNDS will be issued.

Any questions can be directed to Mrs. Whitelock at [nancy.whitelock@citytree.org](mailto:nancy.whitelock@citytree.org).



**MEALS ON DEMAND**

NAME OF STUDENT: \_\_\_\_\_

CLASS/GRADE: \_\_\_\_\_

TEACHER: \_\_\_\_\_

CIRCLE ONE:

- 4 MEALS at \$21.00                  6 MEALS at \$31.50                  8 Meals at \$42.00

**PLEASE FILL OUT A SEPARATE FORM FOR EACH STUDENT**

Payment Information: \_\_\_\_\_

