

2011-12 TEHIYAH HOT LUNCH PROGRAM

Dear Tehiyah Families,

In an effort to streamline the ordering process and improve the quality of your child's lunches, we have made some changes to Tehiyah's Hot Lunch Program.

For the 2011-12 school year, Tehiyah will be handling all of the lunch orders in-house. No ordering through an internet site, and no cumbersome process. Handling the ordering in-house saves money and allows Tehiyah to purchase local organic produce and keep prices stable.

Please read through the following description of hot lunch order choices, and then click the link provided at the end of this letter to complete your order form.

Orders are due no later than Tuesday, August 9.

There are now four options for providing your child with a hot lunch:

1. Pre-paid Full-Year Meal Plan (Every hot lunch offered at \$3.75 per lunch)
2. Pre-paid Half-Year Meal plan (Every hot lunch offered at \$4.00 per lunch)
3. Booklet of Ten Lunch Tickets, Prepay or Buy in the School Office at any Time (\$4.25 per lunch) --- \$42.50 per Booklet
4. Individual Lunch Tickets, Prepay or Buy in the School Office at any Time (\$5 per lunch)

Special Dietary Needs: This year we are pleased to announce that we are offering both a Gluten-Free Meal Plan, and a Lactose-Free Meal Plan. These Meal Plans will be limited to only those meals identified on the menu as having that option available. In other words, there are fewer meals provided under those Meal Plans, which is why they are offered only as a full-year option. The cost of lunches under either the Gluten-Free or Lactose-Free Full-Year Meal Plans is still just \$3.75 per lunch.

For some meals, an egg-free alternative can be provided with advanced notice. If your child wants to order an egg-free entrée, or wants one of the gluten-free or lactose-free meals but has not ordered the associated Meal Plan, please notify Chef Selma at least one day in advance at chefselma@tehiyah.org

Tehiyah's hot lunches and Tehiyah's kitchen are nut- and seed-free, and every effort is made to ensure that no nuts or seeds enter the kitchen. However, if your child has life-threatening food allergies, we strongly recommend that they not eat lunches made in the Tehiyah hot lunch program as we cannot guarantee that Tehiyah's kitchen is always free of all traces of key allergens.

Individual Meal Tickets: For students who wish to pick and choose their hot lunches, we are offering two options. Beginning this year, we are offering lunch ticket booklets. Ten tickets per booklet for \$42.50 per book, or \$4.25 per meal. You can pre-order

booklets on the attached form or you can get them at any time in the office. Students can also receive individual lunch tickets at any time during the school year in the office at a cost of \$5 per ticket.

Extra Portions: In addition to the lunch plan options mentioned above, we will also offer “Booster” booklets for our “Extra Portion” meal days at a cost of \$15 per booklet of 10 tickets or \$1.50 per meal. These booklets will allow you the option of individually selecting the days your child wishes to purchase an “Extra” portion of the main entrée. These tickets may be used with our standard lunch tickets or in conjunction with any of our Meal Plans. Extra portions will now be available with the following hot lunches: Pizza, Hamburger, Hotdog, Borekas, Grilled Cheese, and Sandwiches.

Plain Pasta Option: In conjunction to the main entrée, we will offer a plain pasta option every day with the exception of barbecue days. If you wish to allow your child(ren) to select that option at their discretion, mark the attached form accordingly.

Meal Plan Pricing by Grade: To make the pricing of meal plan orders fair, we have established a separate price for the meal plans for each grade, which takes into account days off campus, based on each grade’s planned field trips. We added in a couple of extra days off-campus for each grade to cover any last-minute one-day field trips.

The prices are as follows:

Grade	Full-Year Plan	Half-Year Plan	Full-Year Gluten-Free Plan	Full-Year Lactose-Free Plan
Kindergarten	\$622.50	\$344	\$581.25	\$495
1st	\$615	\$340	\$573.75	\$525
2nd	\$615	\$340	\$573.75	\$525
3rd	\$588.75	\$332	\$547.50	\$461.25
4th	\$600	\$336	\$558.75	\$472.50
5th	\$607.50	\$340	\$566.25	\$480
6th	\$600	\$332	\$558.75	\$472.50
7th	\$596.25	\$324	\$547.75	\$461.25
8th	\$562.50	\$316	\$521.25	\$435

Billing through FACTS Management System: You will not have to send your child to school with cash if they need to purchase a lunch ticket booklet or individual ticket. You, or your child, simply completes a form in the office, receives the tickets, and an invoice will be emailed to you.

If your child loses his/her ticket, or simply forgets to bring a lunch to school, he/she will not go hungry. A sign-up sheet will be available at the lunch window allowing your child to sign and eat. You will subsequently be billed for that lunch.

This year, billing for all hot lunch meal plans, ticket booklets, and individual tickets, will be handled by Tehiyah's business office through FACTS Management System. This is a secure, on-line payment service used by Tehiyah and is the same system you may already have in place for your tuition payments. After processing your order on the attached form, or ordering booklets or individual tickets in the office, you will receive an invoice via email from FACTS. This user-friendly service allows you to pay your bill online, including the ability to set up a payment schedule.

Review Menu: To review/print the menu for the first half of the school year, please go to www.tehiyah.org/About_Tehiyah/lunch.html. The menu for the second half of the school year will be similar, with minor variations, and will be posted during the school year.

How to Order: To complete your order, click the link below, fill out the form, and click "Submit." **You must fill out a separate form for each child's order.** This can be done easily by clicking the "Go back to form" link which will appear after you hit "Submit."

<https://spreadsheets.google.com/spreadsheet/viewform?formkey=dDdkWkdHb3IDQ2ImdVRremU2QUxiZWc6MQ>

Thank you all for your suggestions in the past. We hope everyone is pleased with this more streamlined approach to ordering, and with the new options. If you have questions about the program, please email hotlunchprogram@tehiyah.org. For questions related to billing, email acoty@tehiyah.org.

Thank you,

Chef Selma Goldberg
Tehiyah Day School