

Northwest Christian Academy

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Dear NCA Parents,

I'm excited to share with you that we will be restarting our Hot Lunch program at NCA, starting next Tuesday, February 8th. There will be **a few key changes**, which are outlined below. Please read through them carefully and reach out to me with any questions that you have.

- Hot Lunch will be offered two times per week on Tuesdays and Thursdays.
- Hot Lunch price will remain the same at \$5.00 per meal. However, there will be no option to order seconds.
- Hot Lunch orders will be taken the day of the meal by teachers in their classroom.
 - Teachers will ask students if they are ordering hot lunch first thing in the morning and entering in those orders by 8:30am.
 - If your student is going to be late to school and will be ordering hot lunch, please notify the front office by 8:30am to let them know your student is ordering hot lunch that day.
 - Please ensure that your student is aware of whether they are ordering a hot lunch. For younger grades, teachers will be checking for students that have packed lunches with them, to assist in confirming hot lunch orders.
- Hot Lunch menus will be sent home each month; they will also be available online at ncslacey.org/nca-calendar. Since teachers are now collecting lunch orders the day of from students, there is no need to return the Hot Lunch menu to the school.
- Hot Lunch orders will be tracked through FACTS, and families will be billed at the end of each month.

Our desire is that offering Hot Lunch two times per week allows some flexibility for families with meal planning. We will continue to follow our cafeteria routines to allow for spacing amongst students during lunch. As we go through these first couple weeks of restarting our Hot Lunch program, there may be small adjustments or changes that need to be made. We will be sure to communicate these as they arise.

Best Regards,

James Hall

Principal

Northwest Christian Academy

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