

Dear parents:

Thank you for your orders for Hot Lunches for your children. It seems that there are still some hiccups in the process and that there still might be some questions that you may have.

I would like to provide some clarity. *As always, if you have any questions concerning hot lunch please reach out to me* as your child's teacher may not have the answer. We do our best to communicate all changes and continue to improve on it.

- ❖ Please sign up for lunch at our website: [www.wcavt.org](http://www.wcavt.org)
  - Go to Student Life tab
  - Go to Parent/Student Resources
  - Scroll down to Order Forms and click on **Hot Lunch Order Form**
  - Right below it you will see what the menu is for that week.
  - This form must be filled out **weekly**.
  - Fill out the form any time from Friday to Sunday for the following week.
  - If you have no access to a computer, *please*, call or come into the office. I will not be able to remember the information if you just tell me about it during drop off or pick up time.
- ❖ In the ORDER FORM
  - Fill in the answers in the space provided
  - For your child's grade, please **use a number** (1, 2, 3...)
  - **Do not use** (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>) or words (First, Second, Third)
  - **Fill out one form per child**, i.e. if you have a child in K, and another one in 4<sup>th</sup> and a two in 9<sup>th</sup>...fill one per each student and grade. It makes it easier to sort and to provide individual lunches.
- ❖ PAYMENT
  - Make checks payable to WCA.
  - Address the Memo Line with "*Hot Lunch*" and the name of your child
  - If paying by cash, please place the cash in an envelope with: "*Hot Lunch*", the name of your child and the amount. Please date it.
  - *Please, please, please....* Do not hand me cash at drop off or pick up... I will most likely forget why I have that cash in my pocket. Come into the office or mail it to us.

Thank you again for your support to WCA. We are so very blessed to have you be a partner in this mission.

If you have any question feel free to contact me.

Cordially,

Pastor Cesar H. Trigos

Websterville Christian Academy

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