



# 4 P's in a Pod

Catering Healthy Lunches



## Hot Lunch Order Policies for Parents

To ensure that ***correct quantity of food is prepared*** for school lunch the following policies apply.

**Advance ordering:** Orders must be placed a minimum of 14 days in advance.

**Order changes:** If you have placed an order for a student and know 14 days in advance that your student will miss that meal you can credit the purchase. Sign into your account, click on the order tab, and select your student. Click on the meal you want to remove and a box will pop up. Click the cancel/credit purchase button. The credit will be placed back into your account and will be deducted the next time you place an order.

**Late orders:** Orders received after midnight on the 17th will be charged a \$5.00 late fee per child and there may be days that are locked out. You can go to the ordering website, click on the intended month, and begin ordering on the first day that has menu items listed. The later you order, the later in the month you will be able to begin lunch service.

**Absence Days:** If your student is absent a refund will not be given.

**Snow Days:** If your school declares a snow day, a refund will NOT be given.

*Although we understand that Sick Days and Snow Days are unexpected we cannot refund these meals because the food is purchased and prepared in advance.*

**Field Trips:** Field trips and days off for individual grades will be listed on the menu each month. If you order hot lunch on a day that your student has a field trip or day off, a refund will not be given.

**Allergic Reactions:** While 4 P's endeavors to adhere to any particular dietary restrictions of students and other customers, 4 P's shall have no liability or responsibility for any allergic reactions to food served by 4 P's that is experienced by a student or other customer.

***We look forward to serving your students throughout the school year!***

***If you have further questions, please call 262-544-4389.***