

September 5, 2008

Dear Parents/Guardians:

In October we will once again offer a pre-paid option for our lunch program. It will be available on a monthly basis; however, **it is not mandatory.** At the end of each month you may purchase lunch for the upcoming month for your child(ren). Listed below are answers to possible questions you may have about the program:

**Q:** What is the procedure for sending in payment?

**A:** You may send in cash, a money order or a cashier's check. It must be made out to Freetown Elementary School. **NO PERSONAL CHECKS WILL BE ACCEPTED.**

- **IMPORTANT:** Your child(ren)'s name, room number, teacher's name and appropriate month **MUST** appear on both the cashier's check/money order **AND** envelope.

In previous years this procedure has not been followed and has resulted in additional work for the office staff and in some cases funds have not been credited properly.

**Q:** What if my child is absent during the month?

**A:** If your child is absent, we will refund the remainder of your money at the end of the month. Please **DO NOT** deduct it from your next monthly payment.

**Q:** What if there is a school cancellation day(s)?

**A:** In the event of a school cancellation day(s), we will refund the remainder of your money at the end of the month. Please **DO NOT** deduct if from your next monthly payment.

**Q:** What if I prepay and my child(ren) decides that he/she would like an extra milk or dessert on a particular day?

**A:** If your child selects an extra portion item, he/she must have the additional money on that day. **No IOU's will be issued** for an extra milk or dessert.

**Q:** What if I miss the deadline?

**A:** The funds will be returned to you; **no exceptions.**

**Q:** Do I have to pay for the entire month or can I be selective of the weeks in a given month?

**A:** You must pay for the entire month. This service is designed to accommodate those who purchase lunch each day. We cannot accept partial payments for individual weeks or days.

**Q:** How will I know what the meal options are for the coming month?

**A:** You may go online at [www.freelake.org/FES/](http://www.freelake.org/FES/) to view the menu. It is normally posted by the 16<sup>th</sup> of each month, or you can check the monthly school calendar.

**Q:** May I pay for multiple months at the same time?

**A:** No, each month must be paid individually for that particular month by the deadline date.

**Q:** If I have more than one child at the school, may I combine all of their payments together?

**A:** No, each one must be paid individually and sent in to their teacher in a separate envelope **with the child's name, teacher's name and room number clearly stated on the front of the envelope.**

For the school year, the payments and schedules are as follows:

**PRE-PAID FULL LUNCH: COST IS \$2.00 PER MEAL**

<b>Month</b>	<b># of school days</b>	<b>Total cost</b>	<b>Payment deadline</b>
October	21 days	\$42.00	September 19, 2008
November	16 days	\$32.00	October 24, 2008
December	15 days	\$30.00	November 21, 2008
January	19 days	\$38.00	December 12, 2008
February	15 days	\$30.00	January 23, 2009
March	22 days	\$44.00	February 13, 2009
April	16 days	<b>\$32.00*</b>	March 20, 2009
May	20 days	\$40.00	April 17, 2009
June	20 days	\$40.00	May 22, 2009**

**\*If your child is participating in the pre-paid program and attends Nature's Classroom, your payment for April will be \$24.00. Please adjust your payment accordingly.**

**PRE-PAID REDUCED LUNCH: COST IS .40 CENTS PER MEAL**

<b>Month</b>	<b># of school days</b>	<b>Total Cost</b>	<b>Payment deadline</b>
October	21 days	\$8.40	September 19, 2008
November	16 days	\$6.40	October 24, 2008
December	15 days	\$6.00	November 21, 2008
January	19 days	\$7.60	December 12, 2008
February	15 days	\$6.00	January 23, 2009
March	22 days	\$8.80	February 13, 2009
April	16 days	<b>\$6.40*</b>	March 20, 2009
May	20 days	\$8.00	April 17, 2009
June	20 days	\$8.00	May 22, 2009**

**\*If your child is participating in the pre-paid program and attends Nature's Classroom, your payment for April will be \$4.80. Please adjust your payment accordingly.**

**\*\* The amount for June may change depending on snow days used. A notice will be sent home to notify you of any change.**

Please adhere to the deadlines and remember to please ***include your child's name, teacher and room number on the payment envelope.*** If you have any further questions, please contact Judy Ashley at (508) 763-5121 x1109.

Sincerely,

Robert L. Frizelle  
Principal