

HOT LUNCH SERVICE

1. The lunches are prepared in a kitchen located in Chía, which is approved by the Secretary of Health and served in the school dining area, which meets the hygienic standards established for school cafeterias, using disposable plates, cups, and tableware.
2. When the lunches are served, supervision is provided by school personnel. For elementary students, careful supervision ensures that students eat sufficiently. If a student repeatedly refuses to eat, parents will be informed.
3. To obtain hot lunches:
 - a. A hot lunch form with the menus for the upcoming month will be sent by email or it can be found on-line.
 - b. The form needs to be filled out completely, indicating which lunches have been selected for which students.
 - c. Once the number of hot lunches has been determined, write the total amount owed and indicate the form of payment (cash or to be added to the monthly bill) and send it to the school office, Attn: Hot Lunches or by email to lunches@eca.edu.co, by the date on the bottom of the menu form. If the form is not received by the indicated date, we cannot include it on the monthly bill, and you must pay with cash sent in a sealed labeled envelope to the cashier's office.
 - d. We would suggest making a copy of the menu and the days chosen, for your information at home. If you want hot lunches every day, there will be a form during registration that can be used to authorize the whole monthly amount without the need to fill out and submit the menu each month. If you suspend the daily service, you need to give 2-weeks' written notice or be charged \$50.000.
4. In case of an absence on a day planned for an occasional hot lunch, the lunch will be donated to a needy child or staff member unless a week's notice has been given; then the lunch can be replaced at a later date.
5. On days of field trips or recreation days off campus, hot lunches will be replaced with a sack lunch of a sandwich, fruit, and juice when the teacher has ordered ahead of time.
6. Suggestions are welcome. Please send them in writing to the office.

(Revised, December 2008)