

September 24, 2010

RE: NEW LUNCH PROCEDURE

Dear Parent / Guardian

The Brentwood Borough School District is instituting a new lunch procedure. This procedure is being implemented due to the fact that we have quite a few students who have not been paying for lunches.

Effective immediately (September 21, 2010), the following procedure will be put into practice for students who have insufficient funds in their lunch account:

Grades 3 – 12 One hot lunch will be given on an IOU

If the account balance is left unpaid, we will serve the student a peanut butter sandwich and milk for 3 lunches (all at the plate lunch cost).

After a total of four lunches, no more lunches will be served to the student and snacks will not be able to be purchased until the unpaid balance in the account is paid in full.

If you have any concerns about this new procedure, please do not hesitate to contact me via e-mail at mabenton@brentwoodpgh.k12.pa.us or via telephone at 412-881-4940 (x2500).

Sincerely,

Mary Ann Benton
Cafeteria Manager