



Sen Pok Chin School  
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Principal Ms. Valerie Allen  
principal@senpokchin.com

Dear Families and Guardians,

We are working hard to put together a hot lunch program that meets the new Health and Safety Guidelines for serving food. One of the main changes that will impact our ability to provide a hot lunch program is that students will not be able to self-serve from the salad bar. Kitchen staff will need to be masked to serve students or have lunches individually wrapped for pick-up service.

At this time, we will not be offering milk with the lunch program as the only way to do so would be to pre-purchase individual containers.

Below is an outlined description of the changes to the program to help us be prepared in advance for lunch service:

1. The third week every month the lunch program menu will be sent home with students
2. Families will need to pre-order lunches by the month  
You can either:
  - a. Pay for the whole month (\$32.00) OR;
  - b. Select the days your child will eat and pay for those days (\$2.00/meal)
3. We will then gather all of the data and organize lunches for the month by grades and students for each day of the week.

We understand that this system is not as flexible as in the past and we appreciate your patience as we work out the details for meal delivery within the school.

Please return the menu calendar and circle/highlight the individual lunches you child wants to participate in for the month and send them to school with the money to pay for the meals. Classroom teachers will collect the menus and the money which will then be sent to the office.

For example, if your child is only going to each 6 meals that are being offered, then you would highlight those meals and send it back to school with \$12.00.

**OR**

If your child will participate in the full lunch program, you will write on the top of the menu calendar – full lunch program and send your child with the \$32.00.

Sincerely,

Val Allen  
SPC Head of School