



August 2020

Dear Parent, Guardian or Caregiver,

The beginning of the school year is quickly approaching! We would like to wish you and your family a successful 2020-21 school year and thank you for your continued patronage.

Please know that we are taking every precaution necessary to keep your children safe while we prepare their lunches. CDC guidelines will be followed with care. As always, all kitchen surfaces will be cleaned thoroughly on the arrival and departure of our employees each day. Along with daily temperature checks on Duke employees, masks & gloves will be worn. Every lunch and all sides will be placed in a takeout box or takeout bag and all condiments, dressings and such will be single serve. In order to reduce the handling and transfer of money, we have implemented a strict pre-order system, therefore all snacks and drinks must also be pre-ordered. These practices are being put into place to keep your children healthy and safe.

Lunch ordering is done on the on-line ordering system that was developed exclusively for Duke Catering. The system is very easy to use, easy to order and easy to pay for items ordered. You can view your child's orders at any time by logging into your account. The cost of the standard lunches \$3.75, a large portion (main item only) is \$5.25, and milk, water, lemonade & iced tea are \$.75. An e-mail will be sent to you every Friday, reminding you of the items you ordered for the coming week.

We understand everyone's busy schedule, however, **lunches need to be pre-ordered**. The ordering system will be open up until midnight the night prior. In the morning we will print the orders and lunches will be delivered to your child in his/her classroom. Please utilize the ordering system at <http://stmargaret.dukecatering.com> to place your child's order. You may also pay for your child's order there as well. If you prefer to send in a check, please make it payable to Duke Catering & place it in an envelope labeled Duke on the front.

Also, we are very cautious about food allergies. However, there are times that manufacturers change how they process their products or change their ingredients without letting us know, therefore we cannot guarantee that all foods are allergy friendly. Please inform us of any food allergies that your child may have.

Lastly, if your child is absent on a day that they ordered lunch, please email us at dukecatering@comcast.net so we can issue you a credit.

How to use the system: PLEASE NOTE THAT YOU NEED TO REGISTER EACH YEAR AS WE DO NOT SAVE INFO.

Go to <http://stmargaret.dukecatering.com>

1. Click on the Click Here to Register button.
2. Complete the Registration for Account Form. When completed click Register Now at the bottom of the page.
3. Next click the Student button. This is where you will enter your child's name and grade. When you are finished completing this information click Insert. If you have more than one child you will then click Add New to enter another child.
4. You are now ready to order your child's lunch. After you have clicked on your lunch choices for the month, hit Place Your Order & Proceed.
5. Next you can check out. You may pay on line (Visa, MC, Amex & Discover accepted). Please note that there is a convenience fee for this service (2.8% plus \$.25) or you may choose to send a check into school, made payable to Duke Catering. To send a check simply click the Print Remittance Form option and send that form in with your check.

Should you not have a computer and/or are having computer/printer problems you may simply pick up a menu order form from the school, complete it and pay by check or cash and return it to the school.

You may order by the month, by the week or for individual days. You also have the option of ordering for the month, but sending checks in weekly or bi-weekly to pay for your child's lunches. Just be sure to put your child's name & note that it is payment for a pre-order on the envelope.

Snacks, milk, water, lemonade, iced tea, Gatorade, cookies & ice-cream can be ordered on line.

We spend a considerable amount of time in planning our menus to ensure that the children will enjoy tasty, healthy and satisfying lunches. We will present a variety of foods, taste and textures and we hope that the children will look forward to and really enjoy the lunches we provide.

Our menu is designed to be lower in fat, cholesterol and lower in salt and none of the food served will be deep-fried. We will also plan menus based on the seasons offering the children menu items that are lighter in the warmer months and heavier in the colder months. We are continuing to implement the Wellness Program using lower fat, lower sodium and lower cholesterol items and more fruits and vegetables in the daily lunches.

We also welcome any menu suggestions you may have for school lunches. We really appreciate the opportunity to serve you and your children. If you have any questions, you can reach us at 856-986-4512 or e-mail us at dukecatering@comcast.net or visit our website www.dukecatering.com with any suggestions.

As always, thank you –
The Staff of Duke Catering