



**st.croixprep**

### **Process for Ordering Special Diet Menu Meals**

- Have the correct paper work on file in the Health Office (physician signed Special Diet Statement with or without disability).
- Contact Marianne Thole, Food Service Director, at [mthole@stcroixprep.org](mailto:mthole@stcroixprep.org) to receive menu and coordinate meal availability.
- Family will review menu and decide which day(s) student will be eating.
- Family will email [mthole@stcroixprep.org](mailto:mthole@stcroixprep.org) which day(s) student will be eating hot lunch by noon Friday, the week before.
- The Special Diet meal will be prepared first, before the regular menu, then wrapped and properly stored until designated lunch time for student.
- SCPA does not have separate equipment for preparation or storage of Special Diet menu meals.
- Food Service Director is trained and will train staff as able and appropriate (food services has frequent subs and training may not always occur before they need to work).