



[WWW.KITCHENTOGOCATERING.COM](http://WWW.KITCHENTOGOCATERING.COM)

**Subject: Kitchen To Go, Inc. Absent Policy for Meal Credit**

Dear Parents,

We understand that there are times when your child may be absent from school due to personal reasons, sports events, vacations, or illness. In order to ensure that your child's meal credit is properly accounted for, we have implemented the following policy:

- If your child will be absent for any reason other than illness, sports, or vacation, please notify Kitchen To Go, Inc. at least **48** hours in advance by email.
- If your child is ill and will not be attending school, please notify Kitchen To Go, Inc. by **7** am on the morning of the absence.

In the event that your child is absent, they will be given a credit on their account that can be used for future meals. To request updates or inquire about meal credits, please email [Denisse@Kitchentogocatering.com](mailto:Denisse@Kitchentogocatering.com)

For customer service questions or concerns, please email [Erica@Kitchentogocatering.com](mailto:Erica@Kitchentogocatering.com)

Thank you for your cooperation and understanding. If you have any questions or concerns, please do not hesitate to reach out to us.

Sincerely,

Kitchen to Go, Inc. Team