

## ***Elmsdale District School Cafeteria Procedures***

Dear Parents/Guardians:

Welcome to the 2017-2018 school year! We would like to invite you to check out our healthy menu choices (see menu) and provide you with some information about our cafeteria procedures. We have three ways students can order:

**Weekly pre-ordering** (These order forms are sent home on Wednesdays; completed, and returned on Thursday with payment for the ***following week's*** order).

**Daily ordering with pre-paid meal cards** (This **blue** meal card sheet entitles a student to 10 prepaid meals. It can be purchased through the cafeteria for \$40.00. One of these cards is passed in each day the student orders [by **8:30 a.m.**]. This eliminates the need for your child to carry money on a daily basis. Parents keep meal sheets at home)

**Daily ordering** (any slip of paper, with **student name, teacher name and meal choice**). This is to be brought in daily with payment by **8:30 a.m.** A meal is \$4.00 which includes a drink. Students may purchase snacks during recess and lunch.

We encourage **pre-ordering**. This allows us to budget more efficiently and this is important as profits from our cafeteria return to Elmsdale District. Pre-ordering has the additional bonus of decreasing the times your child has to carry money to school each week. **Daily ordering** is possible with cash or pre-paid blue card, and students are reminded to have these orders to the cafeteria by **8:30 a.m.** If your child turns in a late order, we cannot guarantee that they will receive the meal choice originally selected. **Clearly labeling** all orders with your child's first & last name, teacher's name & grade (we have 3 Grade 3 classes) and choice of meal (#1, #2 or daily special) in addition to putting them in a baggie is greatly appreciated as it saves us some detective work and we can begin cooking promptly! Cheques are made out to *Cobequid Schools Catering Society (please reference Elmsdale School on the memo line)*. Correct change is also very helpful.

When a child has pre-ordered a meal and misses school due to illness, etc. the teacher will keep the meal ticket and send it home on Wednesday which is the usual day that pre-order forms go home. The parent can use this credit for the child at their convenience. In the event of a storm day(s), a meal credit will be sent home the next Wednesday. This credit can be used as cash and sent in with a completed daily order coupon, or with the child's next pre-order.

It is also very helpful (when you have more than one child pre-ordering) to put each child's order in a separate bag to be passed in to their individual classrooms. For your convenience, you may include payment for all of your children's lunches in only one child's bag. However, please indicate this in the bags that don't contain the payment.

We would like to reiterate that clearly labeling each order with your child's full name, classroom teacher's name, grade, and meal choice makes this whole process more efficient. It also helps to ensure that your child receives their order and change is returned. We hope this information allows you understand our system more clearly.

Cafeteria Staff

**\*Note\* Tuesdays & Thursdays will be XO day in the cafeteria. There will be an X or an O on the bottom of one plate per grade level. That lucky person will receive a free cookie with their lunch**

