

Café Procedures

2010-2011

A. Lunch Account

1. Each student/staff account will be managed separately.
2. All deposits to individual accounts must have a deposit slip which is on line.
3. The adult is responsible for keeping account current, available through Power School.
4. Any account over drawn 3 days, will be served a cheese sandwich at regular lunch cost.
5. Each student has an individual plastic photo id card provided to them valued at \$5. If your student's card is damaged, the student will be asked to go to the end of the line and be served last. There will be a \$5 fee accessed to your students account to issue new card. **Please** inform your child of these consequences.

B. Deposit Slip

No cash/checks accepted without café deposit slip (which is available on line).

1. Transferring from one café account to another requires a deposit slip to be filled out (no phone calls please).
2. Deposits for café will be accepted starting August 15th at Meet the Teacher night. Café personnel will be available this evening to assist you with any questions.

C. Milk Program

1. Milk is part of the school fees due at registration.
2. If your child is lactose intolerant, please contact café by August 15.

D. Volunteers

1. We need three volunteers daily to help serve our students.
2. You may eat with your child during his/her lunch break.

3. You will be given a lunch credit per child per volunteer day.
4. Grandparents are also welcome.

E. Menu

1. A menu is posted on the school website.
2. Our menu strives for a healthier balanced diet.
3. Menu is subject to change on occasion.

The café runs and is operated on your faithful participation in our lunch. We appreciate your support!

In order to assist you better, you may contact Sherri Hennen (for account questions) at sherri.hennen@stjames-school.org or 781-4428 ext. 217 or Cindy Hermanson at (for menu concerns) at cindy.hermanson@stjames-school.org or 781-4428 ext. 217.