

Café Procedures

2011-2012

A. Lunch Account

1. Each student/staff will be managed separately.
2. All deposits to individual accounts must have a deposit slip which is available online or in the school office.
3. The guardian is responsible for keeping accounts current. Student's accounts can be accessed on PowerSchool. **Overdrawn accounts are not acceptable.**
4. Each student has an individual plastic photo id card provided to them valued at \$5. Students with a damaged card will be asked to go to the end of the line and will be served last. There will be a \$5 fee assessed to your student's account to issue a new card. Please inform your child of these consequences.

B. Deposit Slip

1. A deposit slip (which is available online or in the front office) must accompany payment.
2. Transferring from one café account to another requires a deposit slip to be filled out (no phone calls please).
3. Deposits for café will be accepted at the Back to School/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. Your student may purchase additional milk for the year, please contact the café to inquire.
3. If your child is lactose intolerant, please contact the café.

D. Volunteers

1. We need at least one volunteer daily to help serve our students.
2. We are asking each family to donate 2 hours (1 day) to help in our café. Sign ups are at the Back to School/Meet the Teacher Night.
3. You may eat with your child during his/her lunch break.
4. You will be given a lunch credit for each of your children per volunteer day.
5. 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. The menu is subject to change based on availability.

The café runs and is operated on your faithful participation in our lunch program. 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 at 781-4428 ext. 217 or Cindy Hermanson (for menu concerns) at cindy.hermanson@stjames-school.org or 781-4428 ext. 217.