

**WORTHINGTON CHRISTIAN ELEMENTARY SCHOOL**  
**Cafeteria procedures and guidelines**  
**2019/2020 School Year**

The cafeteria at each Worthington Christian building is cash-free. Below is more detail regarding the use of the lunch service.

**BIOMETRICS –**

- Students will have their finger read via a biometric system at the beginning of the year. They will use the finger scanning to obtain items in the cafeteria. The amount will be deducted from your family prepay food service account balance.

**LUNCH MENU AND ORDERING–**

- Menus are posted on cafeteria bulletin boards, FACTS Family Online, and our WCS website.
- ES students order their lunch first thing each morning through their classroom teacher.

**FACTS FAMILY ONLINE AND YOUR FAMILY PRE-PAY LUNCH ACCOUNT –**

**From your computer:**

- Once you are enrolled, you will be able to add funds to your prepay family account.
- Log into FACTS, click on FINANCIAL on left side of the screen. Lunch funds are made by clicking on the “Add Funds” button in the Prepay Accounts box.
- Use this Add Funds option to keep the account current. There is no fee for the e-check option and your account will be credited immediately.
- To monitor your child’s lunch activity throughout the year, simply click on the dollar amount indicated in blue in the Prepay Accounts box.

**From your phone app:**

- The FACTS app gives you a very convenient way to do most common tasks. The following will get you started:
- To make a Food Service payment: Click on FACTS – PREPAY ACCOUNTS – ADD FUNDS.
- To view more detail on anything: Click on FACTS – FACTS HOME

**BALANCE DUE –**

- The program is a prepay system. Payment for lunch items is expected in advance.
- It is your responsibility to monitor funds of your family prepay account as needed to maintain a positive balance.
- If your family account does drop to a negative balance, you will receive an e-mail from FACTS notifying you to add funds.
- Should your family account become negative, we reserve the right to block your family lunch account until it is brought to a positive balance.

**DELAYED START GUIDELINES-**

ES Lunch service will **NOT** operate on a delayed schedule. ALL students will need to pack a full lunch and drink.

**Kathy Kramer-WCS Food Service Director**  
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6/2019

## **Details from Melody Peeler-Elementary Food Service Manager**

Here are the basic procedures and guidelines concerning your student's "lunch time" experience at the elementary school. Please keep them handy for the school year to refer to, as needed.

### **LUNCH & MILK PRICES**

Full lunch (includes milk) - \$2.75

Milk (white, chocolate or strawberry) - \$.60 (please be advised there MAY be occasions where their favorite flavor might not be available)

### **LUNCH PROCEDURES**

1. Students will order their milk or lunch through their teacher in the classroom each morning.
2. Teachers will line students up for lunch based on what they are doing. Full lunch, milk, or packing before heading to the cafeteria.
3. Students are to hang their coats on the racks outside the lunchroom BEFORE getting into line.
4. Buyers will scan their index finger at the register, get milk choice, utensils, necessary condiments, and lunch tray.
5. Students are NOT permitted to trade or ask for other student's food.
6. All food must be eaten in the cafeteria. (not taken out to the playground).
7. Talking is to be kept in a low, inside voice.
8. Students are dismissed by raising their hand and excused by an adult leader. Students are to throw away all their trash and clean up their immediate eating area.
9. Once dismissed, students are to exit at the west door, get their coats, put their lunch box in their class bin and go directly to the playground.
10. Microwaves are available for *3<sup>rd</sup> through 5<sup>th</sup> grade use ONLY*. A 2-minute maximum use per student is required to insure all students have the opportunity to use them. 1<sup>st</sup> & 2<sup>nd</sup> grade students PLEASE do not pack items that need to be microwaved. The only way an item would get heated is with adult help and we cannot guarantee an adult will be able.

### **A LA CARTE PURCHASES**

In addition to purchasing lunch and milk, we will also permit 3<sup>rd</sup> through 5<sup>th</sup> grade students ONLY to order additional a la carte items from the daily menu – of course, with parental permission. Students must purchase a full lunch in order to purchase A La Carte items in the 3<sup>rd</sup> and 4<sup>th</sup> grades. Items must be ordered in the class through their teacher on FACTS each morning (Limit one of each item). We do not allow additional purchases of "treat" items (i.e. cookies, etc.) when a full lunch is already purchased. We will permit 5<sup>th</sup> graders packing lunch to purchase the treat item. If you do not want your student making extra item purchases, please communicate that directly with your student. At the end of lunch service, an announcement will be made to the 5<sup>th</sup> graders if there are items available for purchase. These items are sold on a first come first serve basis. There are occasions where we may not have leftovers available. Students are to walk to the register, communicate what they would like to purchase, and then pick up the item at the window. If you do not want your student to purchase additional items – PLEASE communicate with your students about your expectations!

### **MILK, JUICE or WATER**

As a part of a regulated, balanced lunch milk is a requirement. IF your student has allergies or you give them permission to exchange for a juice box or water (knowing that the lunch will not meet the dairy requirement for a balanced lunch), please send a written note or an email to me to have on file. Otherwise, they can only have a milk.

### **PEANUT FREE/ALLERGY TABLE**

We have set aside a specific table that is marked for students with peanut allergies. A student with a peanut allergy is allowed to sit at this table – and can have a buddy, so long as they are a LUNCH buyer for the day (to ensure there are no peanut products in their lunch). Please make sure we are aware of your student's allergies.

Any questions feel free to contact me!

Melody Peeler, Elementary Food Service Manager  
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