

WORTHINGTON CHRISTIAN LOWER SCHOOL
Cafeteria procedures and guidelines
2021/2022 School Year

LUNCH MENU

Lunch menus are available on our school website under the Quick links tab and the cafeteria bulletin board. They are also available on FACTS, the smart phone and tablet applications.

LUNCH PROCESS

Biometric scanning:

The school will take a scan of each student's index finger, and that file will be connected to his/her student record on FACTS. When he/she purchases items in the cafeteria, the student will simply scan their index finger into the reader at the check-out station.

Lower School Students order their lunch or milk every morning in their class room by their teacher.

Students are only permitted to purchase products for themselves on their account. They may NOT come through and purchase items for another student using another student's account.

LUNCH PAYMENTS-PREPAID SYSTEM

1. **FROM YOUR COMPUTER:** Login into your ParentsWeb account and click on FACTS Financial. You will see the following:

PREPAY ACCOUNTS - Here you can see your Food Service balance and add funds as needed. Please remember that Food Service operates as a prepay system; you must maintain a positive balance for your child to purchase lunch. We recommend that you load it up to start the year!

2. **FROM YOUR PHONE:** The FACTS home page 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-Blocked accounts

It is *your responsibility* to monitor your family account on a regular basis and add funds as needed to keep a positive balance.

We reserve the right to block neglected-unpaid accounts. As a suggestion, while checking student grades and homework click in to check your balance and add funds.

Please make it *your priority* to monitor your family account to avoid this “undesired” option. (I do not want to block any of our student's from having lunch!)

In addition to blocking the lunch account, grades could be blocked on your FACTS account until the account is paid in full.

DELAYED START GUIDELINES-

LS-K-6 Lunch service will NOT be provided on a delayed schedule. Students are required to pack a full lunch with drink

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

LUNCH & MILK PRICES

Full lunch (includes milk) \$3.00

Milk (white or chocolate) - \$.60

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**, get their coats, put their lunch box in their class bin and go directly to the playground.
10. Microwaves are available during lunch (3rd-6th ONLY) A 2-minute maximum use per student is required to insure all students have the opportunity to use them.
K-2 students will NOT have access to microwaves.

A LA CARTE PURCHASES (3rd-6th grade only)!

In addition to purchasing lunch and milk, we also permit **3rd through 6th** grade students 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 3rd and 4th 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, sherbet, etc.) if a student has already ordered a FULL LUNCH. We will permit **5th and 6th** grade students packing lunch to purchase treat items. 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 if there are items available for purchase. These items are sold on a first come first serve basis. 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 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 your school manager or the food service director

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