1) Children need to place their lunch orders into the clear lunch order boxes located in each of the classes.

2) Please do not use pencil or gel/fluro pens on lunch order bags as they are extremely difficult to read.

3) Lunch order bags are available upon request from the canteen, please add it onto your child’s lunch order. Please include your child’s name, classroom and break that your child wishes to eat on the lunch order bag. Please also refrain from using sticky tape and staples to seal your child’s bag. **Please also note that ice blocks cannot be ordered.**

4) Your child will always be fed if lunches from home or lunch orders are accidentally left at home or misplaced. In this case children will be given the choice between a cheese sandwich or a vegemite sandwich. A note will be sent home through the class teacher of any payment owed. **THIS SERVICE IS PROVIDED ON THE UNDERSTANDING THAT PAYMENT WILL BE RECEIVED ON THE NEXT SCHOOL DAY.** The need to chase up money is extremely time consuming for all involved. Please also note that I.O.U’s are no longer available.

5) If a parent or guardian finds a lunch or lunch order left at home, I am more than happy for you to contact the school and order lunch over the phone no later than 12.00pm. This is again, on the above understanding.

6) The canteen is managed by myself with the assistance of a limited amount of extremely dedicated volunteers. As always we are **URGENTLY in NEED of volunteers.** Anyone who wishes to become a volunteer will need to apply for a catholic schools police check (from the school office). Volunteering is a great opportunity for you to become a more integral part of the school community. Any help is great, however the busiest time of the day is between 10:00am-1:00pm. If you can’t do a full day even a few hours here and there is greatly appreciated. Tea/Coffee and lunch are provided for all volunteers. Please contact the school if you are interested in volunteering.

7) **Please note that no refunds will be given on orders after 10:00am on the day of the order or after the cut-off date for orders on “Special Days”.** This is due to once food is placed in the pie warmer / ordered from the supplier the canteen has paid for your child’s food. If your child leaves school after 10:00am please contact the canteen before leaving the school.

8) Due to work health and safety regulations the canteen or staff cannot reheat or heat food brought from home.

9) We are constantly assessing the menu, considering healthier options as well as reviewing costs to the canteen. Therefore, the menu provided is subject to change.

Kind Regards

*Rebecca Allen*
Canteen Manager