STM SCHOOL CANTEEN How it all works!

The school canteen operates on Mondays with the exception of the first Monday of each term. **The first week of Canteen for 2017 will be 13th February.**

The canteen is run with the assistance of parent volunteers. The Canteen Co-Ordinator has completed a Food Handling Course. We are required to maintain and practice safe food handling and follow the Government rules and regulations regarding food safety and hygiene.

**Lunch Orders:**
Orders are placed into a basket in your child’s classroom and brought to the canteen in morning by class monitors. At lunchtime the orders are picked up & taken back to classroom for distribution.

When sending a lunch order, please ensure that on a **large paper bag you clearly write your child’s name, class and food order and current prices.**

Other things to note are:
- Only one order per bag allowed.
- Large printed brown bags are available from the canteen for $4.00 for 50 – just include on lunch order or see Jo or Danielle in the office. Bags will be sent home with your child.
- When using other paper bags ensure that they are **large** enough to fit all the food ordered.
- Bags cannot be plastic bags or used bags (due to health regulations).
- If no bag is included, an additional 10c is charged to supply a bag to place the order in.
- Orders should be added up (please check calculations & prices)
- If you choose to place money in glad wrap/foil please keep it simple as counters have to unwrap it and it can be very frustrating and time consuming. If you can get away with keeping coins secure without using it would be a great help!
- Any change will be attached to the order bag and be returned to your child with their lunch.
- If the money is short, a note will be attached to the order bag requesting payment of shortfall ASAP and be given to your child with their lunch.

**Recess – counter sales:**
At recess the canteen is open for counter sales only. Younger classes are brought down in groups to the canteen. **Eg: Preps are usually first.**

**Preps** are able to order at recess. **They are required to have a separate envelope** marked ‘RECESS ORDER’ – on the envelope please list items required plus name & class. These orders are normally placed in a **separate basket** in the prep classroom first thing in the morning. At recess the preps are brought to the canteen and the recess order is filled for the child (change is given if needed although correct money is preferred).

Please try & explain how the canteen works with your child. If your child has lost or forgot their lunch order, ask them to see their class teacher. If there is a problem with their lunch order, please encourage children to speak to their teacher and come to the canteen so it can be fixed. The canteen volunteers are happy to fix any problems and try their best to ensure that the children will receive their correct lunch.

If you have any questions, concerns or any need more details or are able to help us on a Monday please contact me.

**Regards,**
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