



## St. Joseph's School Ottaway Canteen General Rules and Information

- 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