

Holy Spirit



Cafeteria Handbook

MENU STANDARDS

We work diligently to balance many aspects of menu planning. Food combinations, preparation, storage, cost, food safety, seasonal availability, equipment, and aesthetic appeal all play a part in providing healthy meals that are acceptable to our customers to maximize student participation. One of our goals is to encourage students to choose a variety of foods by making good choices daily. By exposing them to a variety of different foods, students learn there is no such thing as “bad” food. When used in moderation, any food can be incorporated into a healthy diet.

Children learn to make food choices that include a variety of entrees, sides, and milk or water. When you buy a school “Lunch Meal”...

WHAT IS A LUNCH MEAL?

Choose One Entrée:

Entrée of the Day OR

Choose one of the items we offer daily

Vegetables:

We usually have two vegetables every day. You can have one, both or none. You choose.

Fruit:

We will have at least one fruit component a day.

Choose One Drink:

1% Milk

TruMoo Fat Free Chocolate Milk

Optional:

Bread and Dessert if offered

All this for only \$3.50—What a deal!

STUDENT LUNCH PRICES

Reduced Lunch is offered to qualifying households. Please fill out the form located on the website. If you meet the guidelines, reduced lunch is \$2.00 and is for the menu meal only. A la carte choices are always regular price.

A LA CARTE OFFERINGS

In addition to lunch, SNACKS and DRINKS are available for purchase. A la carte items are not part of a school “Lunch Meal.” They are sold separately and range in price from 75¢-\$1.75. **Charges are NOT allowed for a la carte items.**

MANAGEMENT OF SCHOOL LUNCH ACCOUNTS

Each student has a personal account with a five-digit PIN number. It is required that they use their PIN and very important that each student learn their number. This number is their student ID number and will be the same number they use for computer and library. Students will be issued a photo ID card with a bar code that matches their lunch profile. We can simply scan this card to pull up their lunch account and charge them accordingly. If a badge is lost, we will replace them once for free, after that there will be a \$1.00 charge each time one is issued through the cafeteria for the cost of materials used.

PREPAYMENT POLICY:

School lunch accounts are “debit accounts,” not charge accounts. Please deposit funds before purchases are made. Prepayment means faster serving lines with more time for students to eat.

1. Prepay at School: Check—write the child’s name & PIN on the memo line.
(NFS checks will be **charged a \$25.00** fee).
Cash—place in an envelope & write child’s name, PIN, and amount of money enclosed.
2. Prepay On-Line: MY SCHOOL BUCKS.com is a secure pre-payment system.
All parents **must** create a free account for EACH child. It is the only way to receive information on your student (s) lunch account. Make payments via credit cards, debit cards or e-checks.

3. CHARGING:

This service is designed to cover the situation of occasionally forgetting lunch money. Charges need to be paid in full the following school day. Accounts must be current to receive report cards. No student will be denied a standard lunch. However, for consistently delinquent accounts, we will require a pre-authorized draft to be established.

FOOD ALLERGIES/SPECIAL DIETARY CONCERNS:

Parents **must** notify the cafeteria if their child has any food allergies even if you do not plan on purchasing lunch. Cashiers are alerted to allergy or dietary needs entered in the student’s account at the time of sale to ensure safety. We will do our best to accommodate your child’s needs. Ensuring each student’s safety is our priority!

VOLUNTEERS:

We need one person a day and ask that each family try to work at least three time a year but can work as many as you like. Volunteers assist in serving students, cleaning serving area and tables at the end of lunch. Volunteer time is 10:30-12:30.

Health Department regulations require you wear a hat or visor and close toed shoes. Sorry NO SANDALS.

Please check the menu, Facebook page or website for the sign-up genius link to volunteer.

CAFETERIA RULES:

Walk

Take turns

Use indoor voices

Keep hands to yourself

Clean up is every person's job, make sure to clean under your table

Only 8 chairs to a table

Raise your hand and ask for permission if you need to leave the cafeteria

SUSPENDED DUE TO COVID RESTRICTIONS. WE WILL UPDATE ONCE THIS HAS CHANGED.

EATING LUNCH WITH YOUR CHILD

You are welcome to come eat lunch with your child at any time. **Reservations must be made by contacting the cafeteria, preferable the day prior.** An adult lunch is \$3.50

We ask that you **DO NOT** bring lunch from any outside sources. This is an opportunity for you to eat a school lunch with your child.

Please do not bring in treats for the class during lunch (birthday cakes, cookies, etc.). Lunch is 25 minutes and is simply not long enough to accommodate special treats.

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