

2019 - 2020 Cafeteria Procedures

LOWER SCHOOL (LS) CAFETERIA

- Lunch can be ordered either WEEKLY or DAILY with the printable lunch form
 - Detailed lunch choices with prices are printed on both sides of the order form
- Payment should be submitted in a sealed envelope along with the lunch form
 - Cash - **please send in exact amount** – change will not be issued to LS students
 - Checks – make payable to **FPA** for the exact amount
 - Please write the first daily order on the outside of the envelope as specifically as possible (see example below)
- One order form *per child* with corresponding payment *per child*
- NO CHARGING except for the occasional lost or forgotten lunch
- Students are encouraged to bring a refillable water bottle to school
 - Water dispensers are provided during lunch as well as water fountains located throughout the school
- Missed lunches
 - If your student is to be absent with a pre-order in place, you must call the school at 864-678-5107 to cancel by 8:30 am in order to receive a refund.
 - Students who fail to pick up an ordered lunch may be charged for the full amount
- Questions? Email Tammy Muller at tmuller@shannonforest.com

Example Envelope (for Lower School only)

Teacher Name

Student Name

Chick-fil-a Sandwich	\$3.75
BBQ Chips	\$0.75
Blueberry Muffin	\$1.00
<u>Apple Juice</u>	<u>\$1.00</u>
Total	\$6.50

UPPER SCHOOL (US) CAFETERIA

- Lunch can be ordered either WEEKLY or DAILY
 - WEEKLY orders – student should submit a printable order form along with payment to Mrs. Blair at the beginning of each week
 - One order *per child* with corresponding payment *per child*
 - DAILY orders – student may order during their first period class and pay at the lunch counter at the time of pick up
 - Cash is accepted *but please note that we cannot be responsible for lost change not reaching home*
 - Checks – make payable to **FPA** for the exact amount
- NO CHARGING except for the occasional lost or forgotten lunch

- Students are encouraged to bring a refillable water bottle to school
 - Cups are not provided during lunch periods
 - Water fountains are located throughout the school
- Missed lunches
 - If your student is to be absent with a pre-order in place, you must call the school at 864-678-5107 to cancel by 8:30 am in order to receive a refund.
 - Students who fail to pick up an ordered lunch may be charged for the full amount
- Questions? Email Kathleen Garrison at kgarrison@shannonforest.com