



St. Catharine School Lunch/Cafeteria Policies

St. Catharine School Cafeteria prepares lunch meals every full day of school, as well as some early dismissal school days. We would like to review some of the Cafeteria procedures.

Cost & What's Included:

- Lunch cost is \$3.00, and the meal includes milk to meet federal guidelines and requirements.
- Extra milk or water cost is \$0.50.
 - Children may buy extra milk or water with their meal. They may do so by either placing their payment using exact change in coins ONLY in the box provided OR using their lunch account (described below) to pay. If they use their lunch account, your child must inform the lunch staff (Mrs. Pasini or Mrs. Crossman) so they are charged correctly and not for a full meal.
 - Children who pack their lunch may also purchase milk or water with exact change in coins ONLY, as described above, or their pre-paid lunch account.
 - For the purchased lunches, water may not be substituted for milk due to federal guidelines and requirements.
 - However, if a child has a milk allergy, please submit a note from the child's physician stating this fact, and water will be served instead of milk.
 - A drinking fountain is also available in the dining room.
- The [monthly menu](#) is available on the school website under the Current Parents/Cafeteria menu.

Your Child's Pre-Paid Lunch Account:

- St. Catharine School utilizes a computerized lunch accounting system, which captures your child's fingerprint to deduct money from their own pre-paid lunch account.
- Your child's pre-paid lunch account can be used to pay for regular lunch meals, extra milk, and water. Please have your child advise the lunch staff (Mrs. Crossman or Mrs. Pasini) if they are buying extra milk or water so their account is charged correctly.
- Pre-pay all lunch fees. The Cafeteria does not invoice for lunch fees.
 - Typical prepayment is on a monthly basis, but is also accepted on a weekly, bi-weekly, daily, or entire school year basis.
 - Simply look over the monthly Cafeteria menu with your children and decide what days they would like to purchase their lunch and calculate the number of days multiplied by \$3.00.
 - Leftover pre-paid fees carry-over to the next month, as well as to the next school year.
- Please pay lunch fees by check only.
 - One check per family is fine. Please send the check in an envelope with your child's name/ children's names, their grade(s), and the amount you wish to put on each child's account (if more than one child).
 - The student turns the lunch money into their teacher in the morning to be delivered to the Cafeteria.
 - If writing a check is not possible, please send in cash ONLY – NO coins. Coins are only accepted when purchasing extra milk or water, which is currently not accounted for in our computerized lunch accounting system.
 - Please be aware that the Cafeteria is not responsible for lost cash.

Free or Reduced Lunch Information:

- St. Catharine School is part of the National School Lunch Program. Your child/children may qualify for free or reduced priced (\$0.40) lunches.
- [Applications](#) are available on the school website or you can request one from the school office.
 - Simply complete the form and send into the office for the Principal to review.
 - This should be done at the beginning of the school year, but you can apply at any time during the school year if your circumstances change.

Lunch Count Cutoff Is 9:30AM:

Teachers take lunch count first thing in the morning. If your child is late for any reason and would like to buy lunch, please call the Cafeteria (614.235.3593) no later than 9:30am to add them to the lunch count for that day. No orders can be taken after 9:30am.

Food Allergies:

If your child has any food allergies, please call the Cafeteria as soon as possible. Our telephone number is 614.235.3593.

Lunch Packing Note:

- When packing your child's lunch, please remember to pack everything they may require, i.e. spoon, fork, napkin, and any condiments. The Cafeteria does not provide these items.
- If your child packs their lunch, milk and water are available for purchase with exact change in coins ONLY or with their pre-paid lunch account.
- If your child forgets their packed lunch, the Cafeteria will feed your child. Their meal will be deducted from their pre-paid lunch account. If they do not have a pre-paid lunch account, you will be billed that day and payment must be received the following school day.

Feel free to call if you have any further questions.

Liz Crossman

Kim Pasini