

Cafeteria Notes

Hi my name is Meredith Hilt and I am the cook for Shubie Elementary. With this year's changes I would like to streamline things to keep the hot lunch program efficient and safe! Here are some things to keep in mind for the coming year.

Here is an example of how to fill in the order form.

Names and **Class** are VERY important.

To order a month at a time, **circle** the meals and drinks (M A O CM) desired and turn in the whole page.

The **alternative** lunch options may be written into the menu. All alternative lunch options above can be made into meals for the meal price.

When ordering by the month, I would love to have orders by the **Wednesday** before the menu starts (to compile the orders and ensure quantity). Everyone who has it to me by this date will have their name entered for a **free snack**. Winner will be drawn on the first day of the menu!

To order for the **current day**, the daily form must be filled in (**NAME**) and submitted to the kitchen no later than **10 am**.

All cheques should be payable to Cobequid School Catering

- Meals have been reduced to one main option and only a few substitutions because of the need to **eat in classrooms** and attendance possibly fluctuating. We are trying to keep things interesting and healthy while remembering the

lunches have to be **transported and distributed**. I want everyone to get their **correct lunch!**

- If you order on some days but not all, it is a great idea to **copy the menu** or take a digital picture. It makes it easier to check which days have been ordered and to see the options if other days might want to be added.
- Sometimes the morning is crazy! If things change and you decide your child needs a hot lunch for the day, you can use the **Daily Lunch order form**. More of these will be printed and given to teachers to give to students as they need. When the student gets to school they will put these in their classes basket which then go to the kitchen. Try to **remind small children on the way out the door** as the teacher does not search backpacks. I love when the kids are excited about getting hot lunch that day!
- **Canteen order forms** can be passed in first thing. These will be taken to the class on trays. Again **NAME** is important. Due to Covid-19 I will not be able to have students line up by the kitchen to see me. As soon as this is able to change I will be as happy as the kids to have them visit me at recess again!
- If students are **late** and are expecting hot lunch they should say hi to me in the kitchen upon arrival . To reduce waste and be able to offer credits for absentee days, I get the attendance list at recess. I want each student to get their correct ordered lunch!
- There are students who prefer **veggie sticks or fruit** to fries as a side for a meal. This is great! This should be noted at the time of ordering. I will not do the opposite and replace fruit/veg with fries. Sorry.
- I have to assume that orders that come from home are the wish of the parent/guardian, and therefore **can not change orders without parent direction**. If there is a change (for example, the student does not care for the soft tacos), the parent can change or cancel the order in writing.
- If a child misses a meal because they are absent or school is cancelled, they will be given a **credit**. These are usually counted up and written on a slip to go home with the next month's menu. It is great if the slip can come in with the next order.