

SBA Culinary Post

Family and Staff

Hope everyone had a fun and restful summer. We are looking forward to getting back school as I am sure everyone is as well. At this time I would like to share with you the lunch procedures and policies here at SBA

Lunch Program Procedures and Policy

New menus will be posted one week before each month on SBA and Chefs Food Service website.

- 1) Payments are required to be made before the start of school year. And the beginning of each month going forward, **since registrations is on line this year payments will need to be posted on our website (a pay button is located on the left upper hand side) before the start of the first day of school @ www.chefsfoodservice.org** we accept all major credit cards, PayPal. **Chefs Food Service is requiring a \$200.00 deposit per student as this a pre-paid meal plan.**
- 2) Menu selection will be made and totaled for each month.
- 3) If a student is absent or decides to not purchase lunch on the day that was chosen, their account will **not** be debited
- 4) In the event that the student account has exceeded the amount that was deposited you will be notified via email or phone
- 5) Each student will be given a lunch card with their own bar code in which they will use to purchase their daily lunch with the exception of JK and Kindergarten
- 6) Upon request, a lunch activity report can be sent home which will contain detailed transactions, deposits, purchases, and balance
- 7) All lunch account balances will roll over to the following semester and school year.

Contact number 615-904-5055 e-mail droduiguez@stbernard.org

We will be offering a **Lunch Discount Plan** per semester for all student levels