

Lunch Program Procedures and Policy

Chefs Foodservice Lunch Program is Based on a Pre-Paid Meal Plan

- The last week of each month a new menu will be sent home with the student for the following month and also posted on the SBA web site.
- Select and circle each meal and or side items from the menu for each day you would like to order for lunch
- Total all lunch meals and multiply by the cost
- Print students full name and level at the bottom of the form.
- Send check or money order, attached with menu payable to CHEFS FOODSERVICE.
- In the event that the students account has exceeded the amount that was deposited you will be notified via e-mail or phone, and at that time a payment and additional funds must be sent in.
- If a student is absent or decides to not purchase lunch on the day that was chosen, their account will **NOT** be debited
- Upon request, a lunch activity report can be sent home at any time which contains details of all dated transactions from deposits and purchases
- All payments and menus must be returned before the start of each month to ensure that enough meals are prepared each day.
- Chefs Food Service is in the beginning stages of implementing a new school lunch software program to enable parents to view their child's account. Everyone will be informed prior of launch.

We can be contacted directly in the dining hall, or at drodriguez@stbernard.org, and 615-904-5055

Thank you for your support