

## MANUAL CANTEEN LUNCH ORDERS PROCEDURE

- ♥ Take a lunch order bag (prefer brown bag as shown in picture) and fill in the child's name and class.
- ♥ If your child has an allergy, please write in **RED "Allergy"** at top of the lunch bag.
- ♥ Write out the food / drink order from the menu.
- ♥ Write down the cost and put money inside the bag. Remember to add extra 20 cents if no brown bag provided. (Lunch bag can be purchased from Woolworth or Coles)
- ♥ Children to put lunch bag into the lunch order tub in the classroom and bring the tub to canteen in the morning.
- ♥ At lunch time, children will come to pick up the lunch order tub from canteen.



### Notes:

- With **\*asterisked items**, a stamp will put on the lunch bag for the children to redeem the item at the canteen with their lunch bag during lunch time. Please advise your children of this procedure.
- Any change due will be sticky taped inside the lunch bag. Please note that if CHANGE more than \$10, it will be given to the office for pick up during lunch time.
- Order cannot be fulfilled without sufficient money, therefore an item will not be given.
- If children find any **missing food item**, please inform the canteen immediately together with their lunch bag.
- Please do not put stick tape or staple onto the lunch bag.