



Booragul Public School P & C ASSOCIATION

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Lakeside Lunchbox: Canteen Policy – Term One 2022

Did you know...

The Lakeside Lunchbox frequently makes over 100 lunches in one morning!

It's a very busy place to be, with only one or two people working in the kitchen.

As a result of the high number of orders, it is necessary to strictly implement the below policies to reduce the workload of Sue and our volunteers:

- **No phone orders can be accepted.** The school office will provide children without lunch with a vegemite or jam sandwich from the freezer.
- **No orders will be filled for students who owe money.** All current IOUs are to be finalised. No further orders will be taken until outstanding money is received. Moving forward there will be no IOU system as there will be no phone orders taken.
- **There will be no 'accounts'.** Orders should be placed via Qkr! or over the counter with payment. Orders placed without money will not be filled, students will be sent to the office for a sandwich from the freezer.
- **Counter orders are for same day only.** The canteen does not have the facilities to hold counter orders safely or accurately for future days.

Due to the current COVID situation, you may have placed an order which you no longer need as your child is not at school.

- **Cancellation before 8:40am.** You can cancel your order through Qkr and receive a credit. THIS IS THE PREFERRED METHOD.
- **Cancellation before 9:30am.** Please ring the canteen and your order will not be prepared. The ordered meal will be provided on a later agreed date.
- **After 9:30am.** Orders cannot be cancelled after 9:30am. If you are required to collect your child from school between 9:30am and lunchtime, please contact the canteen and where possible, the order will be finalised and sent to the office for collection.

Please keep in mind when using Qkr!:

- **Check your child's class is correct on their profile.** If Qkr! did not accept the updating of class for the new year, please close the app and try again. The canteen will place the orders in the class box as marked on the order. If this class is incorrect the lunch may go missing. This is not the responsibility of the canteen.
- **Check that you have hit the 'submit payment' button to finalise your order.** Unpaid orders are not visible to the canteen.

Kind Regards

Booragul Public School P&C Committee