

Cafeteria School Lunch Procedures and Policies

1. All lunches are to be ordered through HEADMASTER.
Menu items can be ordered up to one month in advance.
All orders will need to be placed by 8:15 AM. No lunch orders will be accepted through Headmaster on-line after 8:30 AM.
2. Each family account is required to have funds on their account in order to make daily purchases. Money can be deposited directly to your family accounts through a debit card electronic transaction. Cash deposits to accounts can **ONLY** be accepted between 6:45-8:15 AM in the cafeteria. No other times for cash deposits are available. For all cash deposits we require a minimum of \$20.00
3. All accounts will reflect a true balance daily at 3:30 PM, after daily purchases have been made.
4. Snack items appear on the Headmaster menu screen and are available for 1st-12th grade students only. No Kindergarten or Preschooler will be granted permission to purchase snacks.
5. If your student is absent, the student's order can be cancelled on Headmaster with no charge to your account, this procedure should take place before 8:30 AM. Any orders not cancelled before 8:30 AM will be prepared and billed to your account.
6. Scan cards will be used for the new lunch program. These are issued free initially to our students 1st-12th grade. If lost the replacement cost will be \$2.00 (Kinder & Preschool will be billed through an alternative scan method).
7. **NO MICROWAVE COOKING or POPCORN**

The Cafeteria microwave remains available for use during lunch times, however we must enforce that we only allow reheating!