

Lunch Policies and Procedures

PRESCHOOL – 10th GRADE:

Learners must stay on campus during lunch periods unless their parents, guardian, or authorized adult signs them out through the school office.

TK– 12th FOOD SERVICES:

CCS offers an online account program through FACTS for each child. Once the learner is enrolled in the school, they can make a purchase using their first and last name. Every learner attending the school is automatically enrolled in a lunch account through FACTS. Learners may use their lunch account to purchase breakfast, snack, and lunch.

Any restrictions on purchases need to be made by parents to their learners. The kitchen cannot enforce food preferences parents put on their learners. For example, if parent/guardian want their learners to purchase healthy options or only purchase from the school kitchen on certain days, it will be on the parent to clearly communicate that to their learner. The snack and lunch menu are posted on the school website. It is highly recommended that parents/guardians discuss lunch and snack expectations with their learners.

CCS FOOD SERVICES POLICIES:

School policies are as follows:

-Breakfast can be purchased before school between the hours of 7:30am-7:50am

-1st through 8th Learners can purchase up to **three** items during their snack break (one drink & two snack items)

-1st through 5th cannot purchase snack items at lunch time

-6th through 8th can purchase snacks, a la carte entrees, or a meal at lunch time.

- 6th through 8th will only be able to purchase up to one additional entree at lunch

Please communicate any additional limitations on purchases with your learner

PAYMENTS:

It is recommended to go online to <https://factsmgt.com> to check the learner's balance on a weekly basis, and replenish the account with a credit card once the funds are low. This proactive measure will eliminate any disruption in the learner's lunch service. If parents desire to pay by cash or check, **TK** and **Kindergarten** parents can turn it in at the **front office**. For learners in **1st grade through 8th grade**, cash or a check can be brought to the window before school or during their snack or lunch break. Payments can also be turned in at the front office if you would prefer your learner not to carry money or check on their person. Checks are payable to Crossroads Christian School. All funds turned in to the kitchen will be added to the learner's lunch account for future purchases or to pay off negative balances by the following business day.

ORDERING LUNCH:

Parents of learner's 1st grade-8th grades can order lunches in advance by logging into your FACTS account and selecting the lunch items desired. The lunch menu on FACTS is updated monthly, and preorders for the entire month can be made starting on the 1st. Orders can be placed on a daily, weekly, or monthly basis. Preorders will also be done in the classrooms at the beginning of the day. TK and Kinder lunch orders are to be placed on the sign-up sheets in the learner's classroom. The monthly menu is available on the school's website and the main office. If a learner does not have lunch or has depleted their money in their account, lunch will be provided, and you will be billed accordingly. Lunches are \$7.00, and any upgrades to the lunch will be an additional charge. Lunches include the main item, two sides, and a drink. Gatorade, sparkling ice, and additional food will cost more.

<https://www.crossroadsschool.org/kitchen/>

NEGATIVE BALANCES:

Students must prepay into their lunch accounts. The lunch accounts should not be used as an invoicing system. Account balances will not be allowed to be debited below -\$100. Should an account go below -\$100, the account will be paused. Learners will no longer be allowed to make purchases of any kind from the kitchen window until the balance is paid in full. Balances are checked daily, and suspensions will go into effect every Tuesday. If the account is paused due to a negative balance and a learner does not have lunch, a call home will be made, and lunch will need to be brought to the school. If payments are made after 7am on the day of the restriction, a call must be made to the school to inform them of the paid balance so that further purchasing can be allowed. Once the balance is paid in full, the suspension will be lifted, and regular purchasing can resume.

After the 5th of each month, past due balances over -\$100 will be moved to an invoice, and a late fee will be charged. Balances will not be discussed with learners unless they ask how much is in their account. It is the parent's responsibility to check their FACTS account to ensure their learners account is current and not in the negative.

LEARNER LINE BEHAVIOR:

Learners will wait in one of two lines during snack or lunch to make purchases. We do not allow learners to purchase for others as they might not be aware of food allergies or restrictions. Learners should wait in line quietly and use inside voices so that other classes are not disturbed. Learners cannot save spots for other learners in the line as it is unfair to others who have been waiting. If these rules are not followed, the kitchen staff will send learners to the end of the line. If a learner has ongoing behavior issues in line and has received multiple warnings, the kitchen staff reserves the right to deny service. If this does occur, parents will be notified.

PRESCHOOL LUNCH PROCEDURE:

Parents will sign up their preschool students in the front office with their name, room number, lunch choice, drink, and how they will pay. Cash or Checks can be turned into the office, or payments can be made online through the FACTS account. Drinks will not be able to be switched out since parents have preselected their choice. Lunch accounts will be charged after lunches are dropped off to the classrooms.

TK/KINDERGARTEN LUNCH PROCEDURES:

Parents will sign up their TK/kindergarten students in the classroom with their name, room number, lunch choice, drink, and how they will be paying. Learners dropped off before school for daycare can sign up at the front office. Although the ability is there to sign up online in advance, there is no way to select the drink option or room number, so the learner will still need to sign up in class the morning of. Lunches and drinks will not be able to be switched out since parents have preselected their choice in the morning. Drink options for Tk/Kinder are limited to juice, chocolate milk, regular milk, or water. These drinks cannot be substituted. If an alternate drink is written in, a juice will be given as the default option. Lunch accounts will be charged after lunches are dropped off.

As a reminder, cash and checks can only be dropped off at the front office or at the kitchen window (before school).

1st-5th LUNCH PROCEDURES:

Parents can sign their learners up for lunch online through the FACTS website. Lunch orders from the online portal will be closed each morning at 9am. If a parent needs to place an order after 9 am, the Elementary front office must be notified so the learner is added to the lunch list. Learners can also place orders in the classroom with their teacher before 9am. If a student arrives after 9am, please notify the front office that a lunch purchase is needed.

MIDDLE SCHOOL LUNCH PROCEDURES:

In addition to regular lunches, middle school students can buy a la carte entrees or add an additional portion to their meal. A limited option of different sides will be available with every preorder. Parents can preorder the full meals or entrée options online or learners will be able to preorder with their teacher before 9am. If an order is placed after 9am, it will need to be phoned in to the kitchen before lunches start. At lunchtime there will be two different windows: one for snack purchases only, and the other for preorders. If a learner does not preorder, they will need to wait until all preorder lunches have been picked up before they can place an order.

HIGH SCHOOL POLICIES:

High school learners will be able to preorder entrees in the morning through a Google signup sheet. Their orders will be delivered to the high school for pick up at lunchtime. Lunch orders need to be placed by 9am so that the kitchen staff can prepare and deliver the orders to the High School. Learners can pay with cash at the time of pick up, or FACTS accounts will be billed accordingly.

STAFF LUNCH POLICIES:

Lunch for all staff is available for purchase between 10:45am and 1:30pm. The cost for a meal is \$7.00. This will include the entrée, two sides, and a choice of drink. A la carte entrees are also offered at varying prices. Prepayments can be made using FACTS, or purchases can be made daily in the form of cash, card, or apple pay.