

CAFETERIA NEWS & NOTES

Student Meals – Hot lunches are served each school day with the exception of a few days each year (Grandparents' Day, half days, etc.) The cost of a lunch will remain at \$4.00. One milk is included with each meal. Additional milk may be purchased for \$0.50 each.

Hot lunches may be pre-paid on a monthly basis - 20 lunches - \$80 / 10 lunches - \$40. Please pre-pay for lunch for your student on ***HeadMaster***. Students will only be charged for the days they eat hot lunch. Accounts should be kept up-to-date to avoid charges to the student's account.

Weekly menus are published in the newsletter and monthly menus are on the BCA website. You can also view the menu on *HeadMaster*, and keep up with your student's lunch voucher balance. Please check it periodically and add payment as needed. **If lunch charges exceed \$20.00, your child will be served an alternate lunch, such as a sandwich and milk. Your child will be charged \$2.00 for this lunch.**

To make a one-time payment through Headmaster:

1. Log in to [Headmaster Online](#).
2. In the Overview window, locate the Family Balances section and click Make Payment.
3. Enter the total amount you want to pay, and click Continue.
4. Designate the portions of your total amount that you want to apply to your Family balance and your Lunch balance.
5. Click Continue.
6. Select a Payment Method, or click Add a New Payment Method.
7. Click Continue.
8. Review your payment information, and select Process Payment. You will receive an email receipt.
9. Click Print to immediately obtain a copy of your receipt for your records.

A **lunch count** is taken in each classroom at the beginning of the day. An accurate count in the morning is necessary in preparing for those eating hot lunch that day. If you are on the morning lunch count, we will prepare a meal for you.

A tardy student arriving after the homeroom lunch count has been sent to the cafeteria needs to advise the kitchen to add him/her to the day's lunch count as soon as they have checked in at the school office. Parents, if you know your child will arrive after 9 a.m., you can text your student's homeroom teacher prior to 8:15 a.m. and leave a message that they will need a hot lunch.

Students bringing lunch from home:

- Since refrigerators are not available, students should use freezer packs to keep items cold.
- Two microwaves are available in the cafeteria for heating their food.
- **Please keep heat-up lunches to a minimum.** The teachers do not have enough time to help every student with their lunches, and if your student is heating his or her own lunch, there is a risk of burns. As a safety precaution, if your student is not using a microwave at home, they should not be using one at school.
- Paper plates, utensils and condiments needed for your student's lunch will need to be brought from home.

20 milks - \$10.00/\$.50 individual

A second milk may be purchased and will be charged to your student's account. Milk may be purchased for students bringing their lunch from home, and will be charged to your account. If needed, ice water is available for students.

20 ice creams - \$20.00 / 10 ice creams - \$10.00

Ice cream will be charged to your account. Students may have an ice cream at the discretion of their teacher(s).

“Seconds” for students

Seconds on the entrée item must be ordered when the meal count is taken in the morning - \$1.00 will be charged to the student's account that morning. There will be no refunds on ordered “seconds”, as the entrée will be prepared according to the morning lunch count. Veggie or fruit ‘seconds’ – served on an “as available” basis only at \$0.50 per item – charged to the student's account, if funds are available.. (“As available” to be determined by the lunch servers based on the number of meals yet to be served.)

Drink Vending Machines

Coke and PowerAde machines are NOT to be used during lunch hours (11:00 a.m. – 1:00 p.m.) The price of bottled Coke and PowerAde is \$1.50. Water is \$1.50.

We hope this information is helpful to you. Should you have any questions, please do not hesitate to contact Tim Fuller, Cafeteria Manager, at cafeteria@bcacademy.net.