

## BAG LUNCH CHECKLIST

- ☐ Bag lunches must be ordered before 2 pm at least two weeks or **10 working days in advance**. This deadline is important, because food is ordered two weeks in advance and the kitchen shuts down each day at 2 pm.
- ☐ To place an order, **e-mail Cecelia Adams and your lunchroom's Satellite Operator** with the following information:
  - How many lunches are needed;
  - The date the lunches are needed;
  - To which school the lunches should be delivered;
  - Which teacher or classroom the lunches are for; and
  - How many vegetarian lunches are required (if any).
- ☐ Inform your Satellite Operator if your class will be away, **even if you will not be ordering lunches**. In order to prevent waste and have the correct number of lunches on hand each day, Nutrition Services staff needs accurate counts.
- ☐ Always provide a specific count. Do not assume Nutrition Services can come up with the number of lunches you will need based upon Free and Reduced information.
- ☐ **Check with your Satellite Operator the day before the lunches are needed**. In order to ensure that you have your students' lunches on time, they are delivered the morning before. If the lunches have not been delivered, Cecelia Adams needs to be contacted immediately at 644-6795 or 644-4870 to inform her that you will need lunches delivered first thing the following morning.
- ☐ **Have your children pick up their lunches** by going through the lunch line prior to leaving for the trip. When they put their numbers into the computer, they will receive their lunches. Lunches must be paid for at the time of pick-up, not after.
- ☐ **For trips that occur on MONDAY (or the first day back from the week-end), the teacher will have to come to the Dining Commons to pick up** their lunches. This is the done because Friday is too far in advance to prepare the lunches, and deliveries cannot be made in time on Monday (or the day of the trip).
- ☐ If you need to change or cancel your order, please contact Cecelia Adams immediately by e-mail or phone (if it is the last minute), so that she can make the necessary adjustments. We will accommodate you as best we can.

Contact Bonnie Christensen @ 644-4872 or Cecelia Adams @ 644-6795 with any questions.