



## Caf-Mobile Service 2017-2018



### ***All you need to know about the hot lunch service at your school!***

Welcome! This sheet is to provide you with some information about the hot lunch service called "Caf-Mobile" that is offered to the students and families of your school. This service will start the week of September 18<sup>th</sup>, 2017. Participation in this program is not mandatory and is strictly a user-pay program. You must pre-order and pre-pay your selected meals. The price is \$5.15 per hot meal. This includes the main entrée, potato or substitute, vegetable or salad, dessert and milk. Juice is available for an additional cost of \$0.25.

As part of our commitment to the environment, we encourage you to order your Caf-Mobile meals online at:

**WWW.MYCAFZONE.COM**

Please note that each month you will receive the menu form at home via your child. You must complete one form per child. (When ordering online a reminder will be sent to you via email).

#### **Procedure for ordering hot meals by paper form**

1. Please select the meals from the menu section. Put a **✓** beside the date. We encourage you to select these meals with your child.
2. Transfer these selections to the top part of the form by checking the date in the appropriate box.
3. Calculate the amount due. Make cheques payable to "**Chartwells Student Dining**". You may write one cheque that combines the amount for more than one child. In this case, please ensure that all names are indicated on the cheque, as well as on all forms.
4. Cheques must be dated the same date that menus are due back to the school. Keep in mind that there could be a delay of up to 10 business days to process all cheques. Post-dated cheques will not be accepted.
5. If you happen to have a NSF cheque, there is an additional charge of 25.00\$.
6. Cut off the bottom "Parent's copy" of the menu and keep it at home.
7. Attach the cheque/payment to the top portion of the form and put it in an envelope marked "**Chartwells Student Dining**".
8. Please return all menu orders to the **front office or daycare** before the due date in the bin labeled **CHARTWELLS**.
9. You must complete a new form each month to continue to receive hot meals.
10. The school and Chartwells are not responsible for lost or misplaced money.
11. **Please be advised that the due date on the Caf-Mobile menus must be respected. NO LATE MENUS/ORDERS WILL BE ACCEPTED AT THE SCHOOL OR CATERING COMPANY BEYOND THIS DATE.**

Attached please find the first menu form to start the new school year.

**We look forward to serving you throughout the school year!**

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## Caf-Mobile Service 2017-2018



**Please retain this sheet for the 2017-2018 School Year**

<b>Menus Distributed</b> Check your child's school bag for the menu on this day and availability to order online.	<b>To Be Returned</b> This is the final date to return your order form and cheque to the school.	<b>Starting – Ending</b> These are the dates of the week the menu is in effect. <b>Note:</b> your school days of service will be on your menu.
<b>Wednesday</b> 30 – August - 17	<b>Wednesday</b> 6 – September - 17	<b>Monday - Friday</b> 18 - September – 13 – October, 2017
<b>Tuesday</b> 26 – September - 17	<b>Monday</b> 2 – October - 17	<b>Monday - Friday</b> 16 – October - 10 – November, 2017
<b>Tuesday</b> 24 – October - 17	<b>Monday</b> 30 – October - 17	<b>Monday - Friday</b> 13 – November - 15 – December, 2017
<b>Tuesday</b> 21 – November - 17	<b>Monday</b> 27 – November - 17	<b>Monday - Friday</b> 18– December – 26 – January, 2018
<b>Tuesday</b> 9 – January - 18	<b>Monday</b> 15 – January - 18	<b>Monday - Friday</b> 29 – January – 23 February, 2018
<b>Tuesday</b> 30 – January - 18	<b>Monday</b> 5 – February - 18	<b>Monday - Friday</b> 26 – February – 30 – March, 2018
<b>Tuesday</b> 13 – March - 18	<b>Monday</b> 19 – March - 18	<b>Monday - Friday</b> 4 – April – 27 – April, 2018
<b>Tuesday</b> 3 – April - 18	<b>Monday</b> 9 – April - 18	<b>Monday - Friday</b> 30 – April – 1 – June, 2018

**Notes to Remember:**

- Personal information from the order sheets is used for collating purposes only and is treated confidentially.
- For Safety reasons, meals may not be given to other children in the school.
- **IMPORTANT – Cancellation Policy – If you must cancel a meal due to scheduled absences, field trips etc. the parent must advise Chartwells a minimum of two business days in advance to receive a meal credit. It is the parents' responsibility to verify the dates of school outings and fieldtrips (do not order meals on these days). In addition, in such cases as a change in field trip or school activity, the school, daycare or teacher may not initiate the credit or contact Chartwells on your behalf. If meals are not cancelled and they are missed during the chosen period, they are non-refundable.**
- **Credit Notes are to be used by April 2018. Chartwells is not responsible for lost credit notes.** For information regarding Caf-Mobile and for meal cancellations, **please contact CHARTWELLS School Dining services at 514-761-5802 ext. 4299.** When leaving a message please include the school name, student's name and grade.