

## WYIS LUNCH PROCEDURES

### Ordering Lunches

Students will receive a MONTHLY menu. The menu will be provided ONE WEEK before the new month begins. Lunch orders for the next month are due to the student's classroom teacher/advisor the last Friday of the month. For example, the order for September will be sent home August 21 and will be due August 28. Please circle your child's choices, making sure that it is clear whether your child has ordered Western or Chinese, large or small. If a student does not submit the order form to their teacher by 8:45 on the last Friday of the month, his/her order cannot be added until 48 hours after the office receives it. So, if your child hands in the order on Monday, they will not be provided a lunch until Wednesday. There are noodles available at the cost of 10 RMB if your child has not ordered and does not have a lunch from home. This will be charged to your child's lunch account.

If a student is absent on the Friday that orders are due and the order has not been handed in to his/her teacher, we prefer that their order for the next three (3) days is called in to the office no later than 9:30 am on that Friday. Otherwise, the order may not be able to be added until the following Wednesday as some meals are easier to add to than others. The monthly order form must then be given to the office upon the student's return to school.

A student can, on any day that they have not ordered a school lunch, order from the Aloha menu at regular menu prices. You will receive a copy of the menu and a copy will be available in the main office. This order can be placed to the school office on the same day if you send a signed note or call before 9:30 am. This charge can be paid in cash or deducted from your child's lunch account, per parental permission.

We are working to assure students and staff receive what they have paid for, so please remind your child that no switching is permitted. If a child orders a Western meal, they will be served a Western meal, etc. This is the same for sizes, small or large, they will be served what was ordered. Teachers and office staff members have lists of student orders for each day of the month.

Parent volunteers can order school lunches for themselves 48 hours in advance, please contact Shawn Yang in the school office if you would like further information.

If you have further questions, please feel free to contact the school office, the receptionists will direct your question to the appropriate person.

### Lunch Payment Options

At the beginning of the school year, an account will be set up in your child's name. Parents can deposit money at the same time that orders are placed. Please place all orders and money in a sealed envelope with the amount enclosed and your child's name written on the outside. Parents may also make payments directly through the cashier, Mrs. Amy Luo. There are three payment options, 1) pay per

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month, 2) pay per semester, 3) pay per year. If you are unable to pay using one of these options, please contact the school office and WYIS will work with you to find a better payment option. With the first option, simply total the payment for the lunches your child is ordering for the month and send the money with the order. For the second option, you may pay 1,760 RMB for the semester. This is the cost of ordering a large Western meal each day until Christmas vacation. IF YOUR CHILD DOES NOT USE ALL OF THIS MONEY WE WILL SAVE THE REMAINING MONEY FOR NEXT SEMESTER. The third option is similar to the second, but you pay for the entire year, totaling 3,718 RMB. At the end of the year, or with a written request from the parent, any unused money from any of these options will be returned. If your child's account does not have enough money to pay for the order, a note will be sent home asking to pay the amount required. If your child's account is not filled sufficiently within one week, your child will not be allowed to order lunches. Once the account is refilled, your child may resume ordering school lunches.

## 武汉长江国际学校午餐程序

### 点餐

学生会在每月收到午餐菜单。在下一个月开始之前一周，我们会把菜单发给学生。学生需要在每个月的最后一个周五之前，把下个月的午餐订单交给班级老师。比如说，9月份的午餐菜单我们在8月21日发给学生带回家，8月28日前学生需要上交订单。请您圈出孩子的午餐选项，确定孩子是否很清晰的选择了西餐或是中餐，大份或是小份。如果学生在每个月最后一个周五上午8:45以前没有把午餐订单交给老师，那么办公室只能在他提交订单48小时之后为他提供午餐。所以，如果您的孩子在周一提交了午餐订单，我们要到周三才能给他提供午餐。如果您的孩子因故没有点餐或是没有从家里带午餐，学校可以提供方便面，价格是10元/盒，费用会从您孩子的账户中扣除。

如果学生在提交午餐订单的周五因故不在学校而不能提交午餐订单，我们希望您可以在周五上午9:30以前致电办公室，告诉我们您孩子接下来3天的订餐情况。否则，学生的午餐订单只能等到下个周三才能被添加，因为食物选材的原因，一部分食物可以很容易的被添加。月订餐表格请让学生到校后交给学校办公室。

如果学生没有预订学校午餐，也可以直接从爱乐好餐厅点餐并按门市价格支付餐费。您会收到一份菜单的复印件，办公室也会有一份菜单供您参考。如果我们能在当日收到您签名的留言条，或者您能在上午9:30以前致电办公室，我们会帮助您的孩子点餐。学生可以用现金支付餐费，或者经父母同意后由学校从学生的午餐账户中扣除。

我们尽力确保学生和员工能够吃到他们所点的午餐，所以请提醒您的孩子不允许换餐。如果孩子点的是西餐，我们会给他西餐，依次类推。这个原则对于大份小份同样适用。我们根据他们所点的给他们提供食物。老师和办公室人员有当月学生订餐的详细信息。

家长志愿者可以提前48小时点餐，如果您想知道详情，请联系办公室 Shawn Yang.

如果您还有任何的疑问，请您致电校办公室，接待员会将您的问题转给合适的人。

### 午餐支付选项

在每个学年开始，我们会给每一个孩子开设一个午餐帐户。家长可以在收到菜单后往账户里存钱。请将您孩子的订单和钱装到一个密封的信封里，并在信封上写上您孩子的姓名。家长也可以直接和出纳 Amy Luo 联系。有以下三种支付方式，1) 每月支付，2) 每学期支付，3) 每学年支付。如果您不能以上述三种方式支付的话，请联系学校，校方会和您共同寻求一个合适的付款方式。如果按第一种方式付款，方法很简单，只要把您孩子当月所点午餐数目加起来，并把钱和订餐单交给学校。如果按第二种方式付款，您每学期支付1760元。这是按照从开学到圣诞节假期，您每天点一份大的西餐得出来的数目。**如果您的孩子账户中有剩余，我们会把余下的数目转到下一个学期使用。**第三个方式和第二个方式相似，但您是一次性缴清整个学年的午餐费用，总

共 3718 元。无论以哪种方式付款，学校会在每个学年底或者在收到父母的书面申请后，将帐户内全部未用款项退还给学生。如果学生账户内的钱不够支付午餐订单，我们会发一封信告诉您还需缴纳的款项。如果您没能在一周内付清，您的孩子就不能继续点午餐。只有当账户里有余额时，您的孩子才可以继续点餐。