

# OAKHILL DRIVE PUBLIC SCHOOL

## CANTEEN INFORMATION

**OPEN 8:30am – 2:00pm**

**Managers – Helen Williams, Liz Young and Jenny McDowell**

**Telephone: 9634 1033**

### **ORDERS:**

- Lunch orders must be placed using our online ordering system.
- See below for easy step by step instructions.
- Orders must be placed no later than 8:00am on the current day of the order.
- Should you wish to cancel an order, you can do so through Flexischools, as long as it is cancelled by 8:00am the morning of the order or contact the canteen via the school number 9634 1033.
- Flexischools allows you to set up daily/weekly orders for your child.
- Frozen items and recess specials cannot be ordered – they have to be purchased directly.
- Birthday Treats: You are able to order ice blocks/TNT buckets for your child's class as a special treat through Flexischools. The bucket can be collected with the lunch baskets.
- Class representatives will collect the lunches after 1:00pm and take them to the classroom.
- Any problem with a lunch order needs to be reported to the canteen manager on the day they occur.

### **FORGOTTEN LUNCHES:**

- Our policy is to supply a simple sandwich i.e. vegemite, honey, jam etc.
- An IOU note will be sent home to pay for the sandwich. Payment can be made in cash by returning the money and note directly to the canteen or through Flexischools.

### **REGISTRATION TO FLEXISCHOOLS ONLINE ORDERING:**

- Registration is free. Go to [www.flexischools.com.au](http://www.flexischools.com.au)
- Click "Register Now" and enter your email address.
- You will then be emailed a link to complete the registration form with username, password, contact details and payment options.
- Nominate how much you would like to put into your online canteen account.
- For each of your children, click "Add a Student" and enter the school and class.

You can now log in at any time and order!

A fee of \$0.20c is charged for each order, which includes the paper bag it is placed in.

**Need help? You can contact Flexischools on 1300 361 769 and they will be happy to assist.**

### **VOLUNTEERS:**

Volunteers are always needed. Once a week, once a fortnight or once a month. Job share with a friend or we can even split the shifts e.g. 9:00am to 11:30am or 12:15pm to 2:00pm. Please drop in to see Helen, Liz or Jenny at the Canteen and talk to them about how you may be able to help out. Thank you for supporting your School Canteen. Any profit made by the canteen goes back to our school P & C Association to improve the school facilities for your children.

Safety requirements for volunteers:

- ✓ Long hair to be tied back
- ✓ Enclosed footwear for protection