

## Catering regulations year 2024/2025

During the school year, a catering service of the school is available for the students for lunch. Parents can choose to take their children out for lunch or use the catering service (half boarding).

### 1. Lunch outside or lunch at cafeteria

**Lunch outside:** A student who doesn't register for the catering service at school should be picked up by the guardian at lunchtime and (s)he is under the full responsibility of the guardian during that time. The student is not allowed to stay on campus and must come back on time for the class starting right after lunch. In exceptional cases when the family is not able to pick up the student (contact *la vie scolaire* : viescolaire@frenchschooljakarta.com), he/she could have lunch at the canteen but in this case, the meal will be charged an exceptional price. We expect students to be punctual coming back for class after lunch.

**Half-boarding:** A half-board student has lunch at the school. The student remains under the responsibility of the school and cannot leave the premises and is not allowed to bring a meal from outside or from home (except in the case of an allergy validated by the health service of the establishment). Registration can be done for the full week or only for certain days of the week. This registration is valid for the entire school year but it can be modified at the beginning of the month of January or exceptionally at the beginning of the last trimester on a written request of the parents addressed to the principal.

### 2. Registration

The registration will be done online through Eduka from **Tuesday, August 27 until Tuesday September 3, 2024**. Catering will be compulsory only on:

- Tuesday, September 3, 2024 for the primary students.
- Wednesday, September 4, 2024 for the secondary students

Subscription can be made for the entire week or just for specific days. It is valid for the entire school year.

Possibility to modify the subscription : contact the canteen service =  
restauration@frenchschooljakarta.com

### 3. Price list 2024-2025 per meal

- Kindergarten : 60.000 IDR
- Elementary : 70.000 IDR
- Secondary : 80.000 IDR
- Exceptional : 90.000 IDR

### 4. Access to the catering services

This service is limited to French School Jakarta students and employees. Except for school catering committee members, who must identify themselves to the Principal before visiting. An authorization from the Principal is requested to use the cafeteria.

### 5. School field trips

In case of a field trip, the school will prepare a packed lunch for the students registered to the canteen service at school.

## 6. Invoice and payment

Invoices will be sent out at the beginning of each semester for the number of meals requested during that period.

Payment is expected by transfer, immediately upon reception of the invoice (except for scholarship students).

In accordance with the French School Jakarta financial regulations, if payment has not been made after the indicated deadline, students may be denied access to the catering service.

Scholarships can only be used for the payment of school meals, under the supervision of the Finance Department.

## 7. Refunds

In the case of a justified absence lasting more than one week because of sickness or *force majeure*, the amount will be credited on the next invoice. Parents must justify this absence by providing a written certificate to the Vie Scolaire office.

No refund will be accepted for meals skipped because of personal conveniences (departure before the end of term, anticipated holidays, trip to the Immigration Office...).

Should a class before or after lunch time be canceled, registration cannot be canceled. The students will be provided with their meal and no refund will be made.

Credits on the following invoice will be made in case of a teacher's strike or the unavailability of the cafeteria service.

## 8. Snacks

During recess times, the students can bring some fruit or biscuits. Lunch boxes (Sandwiches, pizza, homemade cakes or prepared dishes) are not allowed as also applied at other establishments. All soft drinks are prohibited.

We advise parents to choose fruits or low sugar and low fat snacks to preserve their appetite at lunch time. The school canteen offers some snacks for sale, during the recess, for the secondary students only.

## 9. Working hours of the canteens service

*Recess of the secondary students : 09:40 a.m. - 10:00 p.m.*

### *Lunch service*

The canteen for the kindergarten opens from 11:15 a.m. to 01:50 p.m. :

- The service for TPS students starts from 11:15 a.m.
- The service for PS, MS, GS students starts from 11:45 a.m. (2 services)

The canteen for the elementary and the secondary students opens from 11:45 a.m. to 01:50 p.m. :

- The service for the elementary students starts from 11:45 a.m.
- The service for the middle school and high school students starts from 12:55 p.m.

## 10. Supervision

During lunch time, the elementary and secondary students are under the supervision of the catering service staff and one or two personnel from Vie Scolaire. In kindergarten, the ASEM are looking after them.

## **11. Facilities**

The cafeteria is composed of one main air-conditioned dining room and an outdoor area, including an open wooden gazebo. A special dining room for kindergarten students is available in the kindergarten area.

## **12. Menus**

All meals include a starter, a main course (Western or Oriental, to choose), a dessert and bread. In kindergarten, only the western option is offered.

Menus are available on the French School Jakarta website and on notice boards inside the school.

## **13. Special dietary needs and allergies**

We accommodate special dietary needs (vegetarian) and allergies. But students with food allergies will only be accepted if an individual protocol (PAI) has been co-signed by parents and FSJ nurses. The list of children with a PAI is forwarded to the kitchen staff for preparation of non-allergenic dishes if necessary. Walnuts, hazelnuts or other tree nuts and seafood (shrimp, shells) are never served.

## **14. School catering service rules**

The school rules also apply to the catering service. Students must wash their hands before every meal.

We insist on good table manners, the meal has to be a moment of pleasure and conviviality for the children. We do not force the children to eat but we encourage them to discover new flavors and to try vegetables and fruits.

All students must set aside their tray and cutlery at the designated cleaning station and leave their table clear.

## **15. Catering service committee**

Topics related to the school catering are discussed during a meeting of the Hygiene and Safety commission, composed of parents, the management team, the catering coordinator, teachers, members of the board of French School Jakarta and the school nurse.