

## **School Cafeteria Regulations**

### **Year 2025/2026**

Throughout the school year, a school catering service is available for the students during the lunchtime. Parents could decide to take their children out for lunch or use the catering service (half boarding).

#### **1. Lunch outside the school or lunch at cafeteria (Half-boarding)**

**Lunch outside the school:** Students not registered for the catering service at school should be collected by the guardian at lunchtime and (s)he is under the full responsibility of the guardian for the time being. The student is not allowed to stay in the school and must come back on time for the class starting right after lunch.

In exceptional cases: if the family is not able to collect the child (contact *la vie scolaire* : viescolaire@frenchschooljakarta.com), he/she could have lunch at the canteen and in this case, the meal will be charged at an exceptional price. We expect students to be punctual coming back for class after lunch.

**Lunch at cafeteria (Half-boarding):** Half-board students have lunch at the school. The student remains under the responsibility of the school, cannot leave the premises and is not allowed to bring meals from outside nor from home (except in the case of an allergy validated by the health service of the establishment). The students can be registered to have lunch for the whole week or only for certain days of the week. This registration is valid for the entire school year and can be modified at the beginning of January or exceptionally at the beginning of the last trimester through a written request by the parents addressed to the Restauration Office.

#### **2. Registration**

The registration will be done online through Eduka and open from **Thursday, August 28 until Wednesday, September 3, 2025**. Catering will be compulsory only on:

- Tuesday, September 2, 2025, for the primary students.
- Wednesday, September 3, 2025, for the secondary students

Subscription can be made for the entire week or just for the chosen days. It is valid for the entire school year. **And effective from the current academic year, parents may opt to register their children for a vegetarian lunch menu option.**

Possibility to modify the subscription : contact the canteen service = [restauration@frenchschooljakarta.com](mailto:restauration@frenchschooljakarta.com)

#### **3. Price list 2025-2026 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 only limited to :**

- French School Jakarta students
- French School Jakarta employees
- School Invitees.

Thus, visitors outside school catering committee members must identify themselves to the Restauration Office before visiting. A permission from the Principal is required to use the cafeteria. **With the commencement of the 2025-2026 academic year, the Access Gate card issued for school entry will also be utilized as a means of access to the canteen facilities.**

## 5. School field trips

On the occasion of the field trip, the school will prepare a packed lunch for the students registered to the school canteen service.

## 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 to be made through transfer and immediately upon receipt 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

Should a justified absence last more than one week because of illness 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 cancelled, registration cannot be cancelled. The meals of the students will be prepared 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 students are allowed to bring some fruit or biscuits. Lunch boxes (Sandwiches, pizza, homemade cakes or prepared dishes) and all soft drinks are not allowed.

We advise parents to provide fruits or low sugar and low fat snacks to preserve their appetite at lunchtime. 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 lunchtime, the elementary and secondary students are under the supervision of the catering service staff and one or two personnel from Vie Scolaire. In kindergarten, they will be in the care of ASEM.

## **11. Facilities**

The cafeteria has 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. Please be advised, 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 the children with a PAI is forwarded to the kitchen staff for preparation of non-allergenic dishes if necessary. Walnuts, hazelnuts, other tree nuts and seafood (shrimp, shells) are never served.

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

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

We are looking forward to good table manners. The lunchtime has to be a moment of pleasure and friendliness 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 put 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 in a Hygiene and Safety commission meeting participated by the parents, the management team, the catering coordinator, teachers, members of the board of French School Jakarta and the school nurse.