

School Canteen Regulations

Year 2026/2027

A school catering service is available to students during lunchtime throughout the school year. Parents may choose to take their children out for lunch or use the school catering service (half-boarding).

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

Lunch outside the school: Students who are not registered for the school catering service must be collected by a guardian at lunchtime. During that time the guardian is fully responsible for the student. The student is not allowed to remain on school premises and must return on time for the class immediately after lunch.

For exceptional cases: If the family is unable to collect the child, contact Vie Scolaire at viescolaire@frenchschooljakarta.com. In this case, the student may have lunch at the canteen; the meal will be charged at the exceptional price. We expect students to return punctually for class after lunch.

Lunch at cafeteria (Half-boarding): Half-board students eat at school, remain under the responsibility of the school, are not allowed to leave the premises, and may not bring meals from home or outside (except in the case of an allergy validated by the health service of the establishment). Students may be registered for lunch for the whole week or for selected days only. This registration is valid for the entire school year and may be modified at the beginning of January or, in exceptional cases, at the start of the last trimester by a written request from the parents addressed to the Restauration Office.

2. Registration

The registration will be done online through Eduka and open from **Thursday, August 27 until Monday, August 31, 2026.**

Catering will be compulsory only on:

- Wednesday, September 2, 2026, for the primary students.
- Thursday, September 3, 2026, for the secondary students

Subscriptions may be for the entire week or for selected days. The subscriptions are valid for the entire school year. Parents may choose a vegetarian lunch option for their children.

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

3. Price list 2026-2027 per meal

- Kindergarten : 65.000 IDR
- Elementary : 75.000 IDR
- Secondary : 85.000 IDR
- Exceptional : 95.000 IDR

4. Access to the catering services

This service is only limited to :

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

Visitors who are not members of the school catering committee must identify themselves to the Restauration Office before visiting. Permission from the Principal is required to use the cafeteria. **The access gate card issued for school entry is also used for access to the canteen facilities.**

5. School field trips

For field trips, the school will prepare a packed lunch for students who are registered with the school canteen service.

6. Invoice and payment

Invoices are sent at the beginning of each semester for the number of meals requested during that period. Payment must be made by bank transfer immediately upon receipt of the invoice (except for scholarship students).

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

Scholarship recipients for school lunches are handled directly by the Finance Department.

7. Refunds

Should a justified absence last more than one week because of illness or *force majeure*, the corresponding amount will be credited on the next invoice. **Parents must justify the absence by providing a written certificate to the Vie Scolaire office.**

No refund will be given for meals missed due to personal convenience (early departure before the end of term, anticipated holidays, trips to the Immigration Office, etc.).

If a class before or after lunchtime is cancelled, registration cannot be cancelled; meals will be prepared and no refund will be issued.

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

8. Snacks

During recess, students are allowed to bring fruit or biscuits. Lunch boxes (sandwiches, pizza, homemade cakes or prepared dishes) and all soft drinks are not allowed.

We advise parents to provide fruit or low-sugar, low-fat snacks to preserve the child's appetite for lunchtime. The school canteen offers some snacks for sale during recess for secondary students only.

9. Working hours of the canteens service

Recess for 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. :

- Service for TPS students starts from 11:15 a.m.
- 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. :

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

10. Supervision

During lunchtime, elementary and secondary students are supervised by catering staff and one or two personnel from Vie Scolaire. Kindergarten students are cared for by ASEM staff.

11. Facilities

The cafeteria has a main air- conditioned dining room and an outdoor area, including an open wooden gazebo. A separate dining room for kindergarten students is available in the kindergarten area.

12. Menus

All meals include a starter, a main course (Western or Oriental choice), a dessert, and bread. Students registered for the vegetarian option will receive a different main course prepared by the canteen team. For kindergarten, the main course is fixed and selected by the school each day.

In line with the school's sustainability mission, the canteen provides a vegetarian dish once a week (outside of the vegetarian- option subscription) and a full vegetarian day once a month.

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. Students with food allergies will only be accepted if an Individualized Care 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, other tree nuts, seafood (shrimp, shellfish) and pork or lard are never served.

14. School catering service rules

Students must wash their hands before every meal.

We expect good table manners. Lunchtime should be a moment of pleasure and friendliness. Children are not forced to eat, but they are encouraged to discover new flavors and to try vegetables and fruits.

All students must return their tray and cutlery to the designated cleaning station and leave their table tidy.

15. Catering service committee

Topics related to school catering are discussed in the Hygiene and Safety Commission, which includes parents, the management team, the catering coordinator, teachers, members of the Board of French School Jakarta, and the school nurse.