

## Lunch Procedures

1. Lunch Orders are due each day **by 9:00a.m.** Orders may be placed a week at a time. The order forms are on the website, [www.1bcs.org](http://www.1bcs.org), and in the front office.
2. Please turn in an order per student ordering. Please do not put two or more students on the same order form.
3. Lunch accounts will **NOT** be allowed to have a negative balance. Notices will be sent via e-mail and/or letter to inform you that your balance is below \$20.
4. Money taken out of the student lunch account is only allowed in the morning before school starts, and at student's lunch time.  
**\*\*Money is not allowed to come out of the students account for extracurricular activities. The student will need to call a parent/Guardian to bring money if forgotten.\*\***
5. If you would like to close the lunch account, no longer allow/limit your student to take money out please contact the lunch coordinator so the appropriate steps can be taken.
6. If for any reason (illness, field trip, etc.) your student's lunch needs to be cancelled, Parents please be sure to contact the **lunch coordinator BEFORE 9:00a.m.**  
**\*\*Any cancellation made *after* 9:00a.m. will not be refunded.**
7. 3<sup>rd</sup> – 12<sup>th</sup> grade **only** may use the microwaves. (Pre-K - 2<sup>nd</sup> are not allowed)
8. Vending hours for elementary 4<sup>th</sup>- 6<sup>th</sup> grade only are as follows:  
**Monday – Thursday:** Water only- anytime during the day  
Salty snacks- only during lunch  
No sugary items! Ex: Pop Tarts, cookies, candy, Rice Krispy Treats  
  
**Friday:** During lunch only- any drink or food item from the machines are allowed  
**\*\*If you have a soda you cannot get something sweet too.**
9. Vending hours for secondary students are before 7:45a.m., during lunch, and after 3:15p.m.

If you have any questions please do not hesitate to contact Becky Eddlemon, lunch coordinator at 979-297-0563 ext.1035 or [beddlemon@1bcs.org](mailto:beddlemon@1bcs.org).