The ENPS Canteen menu is based around the NSW “Fresh Tastes @ School” Strategy and is in line with the National Healthy Canteens Guidelines.

**Canteen Menu**
The “Fresh Tastes @ School” strategy ensures that school canteens provide healthier choices on their menu. Food items must comply with guidelines regarding total calories, fat, fibre and salt, to be included on a school menu. Some items such as soft drinks & lollies are classified as RED foods and these are not included on our school menu.

The menu is online at [www.flexischools.com.au](http://www.flexischools.com.au) and includes our very popular “Meal of the Week” option. The ENPS Canteen menu has a number of “Made in House” options and these are marked “homemade” on the online menu. Allergy Advice is also listed on the menu, if however, your child has any allergies and you are unsure about menu items please contact Carolyn to discuss.

**What is Meal of the Week?**
The Meal of the week is our weekly special. The majority of these meals are made fresh on the premises. Meal of the week comes with either a frozen juice cup or a bottle of water.

**How often is the canteen open?**
The canteen is open on Wednesdays & Fridays for recess and lunch service and throughout the year for special events.

**How do we order from the canteen?**
Order up to 8am on the day of each canteen service at [www.flexischools.com.au](http://www.flexischools.com.au) Note - Meal of the Week orders close at 8am the previous day. (For further information about ordering online see page 2).

**Can purchases be made over the counter?**
Lunch items (hot options, sandwiches, wraps, salad boxes) must be pre-ordered. Most recess items, drinks & ice blocks can either be pre-ordered or purchased over the counter. However the quickest and easiest option is to pre-order these items (no waiting in queues). Students who pre-order an ice block are given a voucher to swap for their ice-block at lunch time. Students with vouchers get served first.

**Where do the canteen funds go?**
ENPS Canteen is run by the P&C. All canteen profits (minus running costs and stock costs) are given annually to the P&C as a contribution towards the funding priorities for the following year.

**Canteen Volunteers**
The canteen committee are always looking for volunteers to help out each Wednesday and Friday (half day or full day). While there is a paid canteen manager who is responsible for menus, ordering, stock control, rosters etc. without volunteers the canteen would not be able to run. Volunteering in the canteen is a great way to meet other parents of the school and your children get a thrill out of seeing you there too! If you would like to volunteer in the canteen then send Carolyn an email. Unfortunately due to Work, Health & Safety rules no toddlers are allowed in the canteen.

**Kindergarten students**
There are so many new experiences when starting school and purchasing from the school canteen can be quite daunting at first. Therefore, it is a school decision that Kindergarten students cannot order until week 3, term 1. In these first few weeks the children will visit the canteen with their teacher. Carolyn will show them what can be purchased and what to do if they have a voucher in their lunch bag. If you have older children at the school please do not add your kindergarten students order to theirs as this is unfair for the other kindergarten students.

We ask that kindergarten students pre-order everything instead of bringing money to school to purchase items over the counter. Not only is it extremely devastating in kindergarten when you lose your “canteen money” but some of them find it very hard to make a decision, which in turn slows down counter service (we like to leave children with enough time to enjoy their food once they have purchased it).

Flexischools is a fast and secure way of ordering your child’s canteen each week.

- order anytime up until 8am on the day of service (Note Meal of the Week MUST be ordered by 8am the previous day)
- order anywhere – from home, the office or on the train going to work
- order from your computer, tablet or smartphone

1. **Set up your account & add child’s details** (note you only need to do this initially)

Go to [www.flexischools.com.au](http://www.flexischools.com.au) and register your details. Then:

- click on “Add Student”
- In “school search” type Epping North Public School – the school name will pop up
- Enter your child’s name, select their class & select “Add Student”
- If you have more than one child you can add another

2. **Add Funds** (initially then as needed)

- Before ordering you will need to “Top-Up Account”
  - By Visa/Mastercard or Paypal (15¢ +1% top up fee) or by bank transfer (no top up fee)

3. **Start Ordering**

**NOTE** - RECESS AND LUNCH ARE ORDERED SEPERATELY AS THESE ARE DELIVERED AT DIFFERENT TIMES

- Click on “Start an order for your child’s name”
- You will get to a screen which at the top has a picture of a popper and sandwich (yes that is the canteen!)
- Select recess (or lunch!)
- Add items by clicking on “add” or click on the item name – where appropriate you can adjust the item quantity in the drop down box to the left of the item name.
- For some items a “customisation” window will pop up where you can add ingredients (sandwiches, wraps & salad boxes) or choose the flavour. Once selected, click “save and continue”
- You can see your order in the order pad to the left of the screen
- Once you have your order complete, click on “Next”, then click “place order” (you can check that you are ordering for the correct date at this stage). Your order then comes up as a summary and is emailed to you.
- Repeat the above steps for the other service (lunch or recess)

**Recurring order**

If your child orders the same recess (or lunch – exception to this rule would be Meal of the Week as this changes!) every week you can repeat the order from the summary page. Select “same again” then go to the next week and click on “change date”

**Change of Mind/Cancel Order**

Once you have saved your order you can cancel it and start again. You can do this online by clicking on the cancel button on your order summary OR you can ring Flexischools on 1300 361 769 and they will do it for you. If the cancellation is after 8am on Friday (i.e. if your child is sick) then you will not be able to do this online but will need to call Flexischools (don’t call Carolyn – Flexischools will let us know). You will not be charged for cancelled orders.

**Material Canteen Bags/Paper Bags**

If you have the material canteen bags – drop them in the box by 9am on the day of service (in the order window just write “online order” in big letters). For those that don’t have one of these bags the canteen will supply paper bags.

**Costs to order**

There is a 29¢ order fee per child per order (i.e. 29¢ to order recess and 29¢ to order lunch). This fee covers paper bags (if you are not using the material bags), stickers and customer service from Flexischools. You can ring Flexischools directly to cancel/change your order or if you are having any issues ordering or setting up your account.

**Any Further Questions?**

Contact    Jacqui Hoggan jlhoggan@bigpond.net.au (Canteen Convenor) or Carolyn Booty cbooty@optusnet.com.au (Canteen Manager)