

## Westpark Elementary School Caf-Mobile Service 2017-2018

Westpark has been recognized as a Brundtland school and has a mandate with an environmental focus. We are asked to examine our practices to eliminate unnecessary waste. We, therefore, encourage all parents who are interested in using the services of Caf-Mobile to do all ordering online. Not only will this cut down on unnecessary photocopies, envelopes and cheques, it will also assure that your order will be processed on time (no lost or forgotten orders). If you are unable to use the online service you can print the order form from our website. If you cannot use the online service or, print an order form, please contact Margaret Gogoris and she will provide one for you. We thank you for your support of our environmental mission as outlined in our success plan.

Please note: the dates to place your orders are on the reverse of this sheet. There is a new menu for each cycle.

To order online go to: [WWW.MYCAFZONE.COM](http://WWW.MYCAFZONE.COM)

**Click on the “Login” tab on the upper right of the page**

**Then follow the step-by-step instruction to receive your username and password**

The same terms and conditions apply to both the paper and online orders:

### Caf-Mobile Terms & Conditions

**Price:** \$5.15 per hot meal menu. This includes the main entrée, starch (when applicable), vegetable or salad, dessert and milk. Juice is available for an additional cost of \$0.25.

**Payments:** Please make all cheques payable to “Chartwells Student Dining”. : Please make all cheques payable to “Chartwells Student Dining”. Cheques must be dated the same date that the menus are due back. Keep in mind that there could be a delay of up to 10 business days to process all cheques. Post-dated cheques will not be accepted. Late orders will not be processed. Change will not be provided.

**N.S.F. Cheques:** You will be contacted immediately by a Chartwells representative. A cash payment to cover the cost of the meals and the NSF charge of \$25.00 charge is expected.

**Credits:** If you have a credit note coupon, attach it to the top section of the menu with your cheque. The cheque and the coupon must equal the amount due. Credit Notes are to be used by April 2018. Chartwells is not responsible for lost credit notes. All credit notes are to be used on pre-ordered pre-paid order forms only and may not be redeemed for cash.

**Conditions:** When dates are chosen, they are fixed and not interchangeable. Due to unforeseen circumstances the menu may vary without notice. In the event that it is impossible for Chartwells to deliver meals due to circumstances beyond their control, such as fire, interruption of essential services, snow storms or school cancellations, credits will be issued starting on the second day of interrupted service. The undelivered meals will be donated to a regional charitable organization in the name of the children.

**Confidentially clause:** All information provided to Chartwells through the Caf-Mobile service will remain confidential and is used strictly for accounting and collating purposes.

**IMPORTANT – It is the parents’ responsibility to verify the dates of school outings and fieldtrips - Do not order meals on these days. The school, daycare or teacher may not initiate the credit or contact Chartwells on your behalf.**

**Absence:** Meals missed during the menu period are non-refundable. If you know in advance that your child will be absent, please call Chartwells, using the service number below, with a minimum of two business days’ notice to be eligible for a meal credit. This also applies to field trips or outings scheduled after menus have been submitted. Meals may not be given to other children in the school.

**Allergies:** These meals are prepared in a nut-controlled environment. However, Chartwells cannot guarantee the possible negligence concerning the labeling/handling of their suppliers. Therefore Chartwells must state that all products served MAY CONTAIN TRACES OF NUTS OR NUT PRODUCTS. With regards to any other food allergies, menu substitutions are not available.

## Westpark Elementary School Caf-Mobile Service

**Please retain this sheet for the 2017-2018 school year**

The Caf-Mobile Service is on Wednesdays.

### Dates to Remember

| <b>AVAILABILITY ONLINE</b><br>This is when your menu will be available to order online or printed from you school website. | <b>RETURNED</b><br>This is the final date to return your order form and payment to the school and must be respected. | <b>STARTING - ENDING</b><br>These are the dates of the week the menu is in effect. |
|--|--|--|
| <b>Wednesday</b><br>30 – August - 17   | <b>Wednesday</b><br>6 – September - 17   | <b>Monday - Friday</b><br>18 - September – 13 – October, 2017                      |
| <b>Tuesday</b><br>26 – September - 17  | <b>Monday</b><br>2 – October - 17  | <b>Monday - Friday</b><br>16 – October - 10 – November, 2017                       |
| <b>Tuesday</b><br>24 – October - 17  | <b>Monday</b><br>30 – October - 17   | <b>Monday - Friday</b><br>13 – November - 15 – December, 2017                      |
| <b>Tuesday</b><br>21 – November - 17   | <b>Monday</b><br>27 – November - 17  | <b>Monday - Friday</b><br>18– December – 26 – January, 2018                        |
| <b>Tuesday</b><br>9 – January - 18   | <b>Monday</b><br>15 – January - 18   | <b>Monday - Friday</b><br>29 – January – 23 February, 2018                         |
| <b>Tuesday</b><br>30 – January - 18  | <b>Monday</b><br>5 – February - 18   | <b>Monday - Friday</b><br>26 – February – 30 – March, 2018                         |
| <b>Tuesday</b><br>13 – March - 18  | <b>Monday</b><br>19 – March - 18   | <b>Monday - Friday</b><br>4 – April – 27 – April, 2018                             |
| <b>Tuesday</b><br>3 – April - 18   | <b>Monday</b><br>9 – April - 18  | <b>Monday - Friday</b><br>30 – April – 1 – June, 2018                              |

**Please be advised that the due date on the Caf-Mobile menus must be respected.**  
**No late menus/orders will be accepted at the school or catering company beyond this date.**

**Thank you**

If you are not able to use the on-line order or you are unable to print a copy of the order sheet from the Westpark website, please contact Margaret Gogoris in Daycare.

By ordering online you have understood and accepted the Terms and Conditions of the Caf-Mobile service.

**For information about Caf-Mobile: Please contact CHARTWELLS School Dining services at:**

**514-761-5802 ext 4298.**

**When leaving a message please speak slowly and include the school name, student's name, grade and your phone number.**

Thank you!