Full lunches are available daily in our refurbished cafeteria which is used by students from Grade 1 upwards. The cafeteria is located in the main building and is buffet style, offering a wide variety of nutritious and delicious meals and snacks throughout each school day. Our youngest children (PreK, KG, Sunbeams) have their meals delivered to their classroom areas.

Sodexo is our catering service provider who ensure menus are rotated on a four-weekly basis for variety. Students, teachers and staff can all eat together in the cafeteria. On special occasions parents can enjoy joining students and staff for lunch.

The lunch prices are Euro 3,55 (grade PK – grade 5) and Euro 4.05 (grade 6 and up) and the lunch includes a meal (2 choices), a small drink and a piece of fruit/yoghurt. PreK, Kindergarten and Sunbeams will be served option 1 on: Tuesday and Thursday and option 2 on: Monday, Wednesday and Friday. Sodexo also offers a la carte items, these are only available to grades 6 and up, or if parents give their written agreement at the Business Office. The menu provides for a selection of international dishes with a vegetarian option always available. Snacks are available to purchase for the older students during mid-morning breaks.

All meals and snacks are prepared freshly each day, in accordance with the school's healthy eating objectives, in our kitchen on site. Staff work hard to ensure that every student eats a healthy balanced diet during the school day. We ask that parents support this healthy eating approach.

Please talk to your children about the use of the lunch cards and make sure to check the lunch account weekly.

Procedures

1. Please download the Registration Form, Appendix A Registration Form Sodexo Lunch Account for setting up a Sodexo Lunch Account from our website: www.afnorth-is.com/catering-2 You will find the registration form under the header "Catering".
2. Complete the first 3 columns (Last Name, First Name, Section/Grade) and the parent contact information. Please make sure to mention any allergies/diet restrictions your child may have.
3. Send the completed form to the following email address: business.office@afnorth-is.com
4. Once the Business Office has received your completed registration form, they will initiate the sign up for your lunch account. The Business Office will send you an email with further instructions (if you have more than one child that needs to be registered for a lunch card see 7).
5. Parents will receive an email (at the email address provided to the Business Office) with a link from Quarto Qpay (please check your spam folder as well). Click on the link to go to the Quarto website und set your personal password. You will now be able to access the lunch account using your email address and password whenever you want to at: https://qpay.quarto.nl/Portal/Account/Login/0
6. Once you have accessed your lunch account you can change the language at the top right hand of the page.
7. If you want to sign up more than 1 child for a lunch card, you will have to register your other child(ren) once you have set your password. Please click on "Register new card" to register multiple child(ren) with the registration code(s) that you have received from the Business Office in a separate email.

8. Parents can click on "change" and add the name of the child on the lunch card so they can distinguish between their children.
9. Parents can click on "charge" and put money on each individual lunch card (see payment instructions). You can put money on the cards in increments of 25 Euros using a Dutch or German bank account or a credit card.
10. If you use a Dutch bank account, you can opt for the "auto reload" to automatically charge the lunch card when your balance falls below a certain amount.
11. Once steps 1 – 7 have been successfully completed, the Business Office will issue the lunch cards and bring them to the section that your child attends. Lunch cards for elementary students will remain in the classrooms. Lunch cards for high school students will be issued to them personally through their National Office and the student is responsible for safekeeping of the lunch card.
12. Parents bear the responsibility to maintain a positive balance on the lunch account, no automatic reminders will be sent out if there is a low balance on the lunch card. We suggest you keep a balance of at least Euro 5 so your child will always be able to purchase a lunch.
13. If the balance on the lunch card is not sufficient for your child to purchase lunch, Sodexo will send the child to their National Office.
14. Parents are encouraged to check the lunch account on a weekly basis. Once they have logged on to their lunch account, they can click on "Details" for each transaction to see what their child ordered on any given day.
15. If you have any concerns regarding the AIS Sodexo lunch payments and charges, please send an email to: 814700.afnorth.nl@sodexo.com
16. If you have any other questions regarding the registration please contact the Business Office at: business.office@afnorth-is.com
17. If a child loses/breaks the lunch card, they can go to the Business Office to receive a new lunch card. The Business Office will notify Sodexo and they will add the new lunch card to the existing lunch account. The parents will receive an email with instructions on how to transfer the balance from the old lunch card to the new lunch card. Please be aware that this process will take at least 1 day and your child should bring a packed lunch meanwhile.
18. If a child loses or breaks a lunch card there will be a charge of 5 Euro for each new card to be paid to the Business Office in cash. The first 2 lunch cards will be free of charge to a student. The student will receive a new card from the Business Office and Sodexo will add the new card to the lunch account. The parents will be notified through their National Office and will be asked to transfer the balance from the old lunch card to the new lunch card and to block the old lunch card.
19. The lunch cards for the elementary school children will be kept in the classroom.
20. You will be able to find the Sodexo menu on the school website:
    https://afnorth-is.com/catering-2

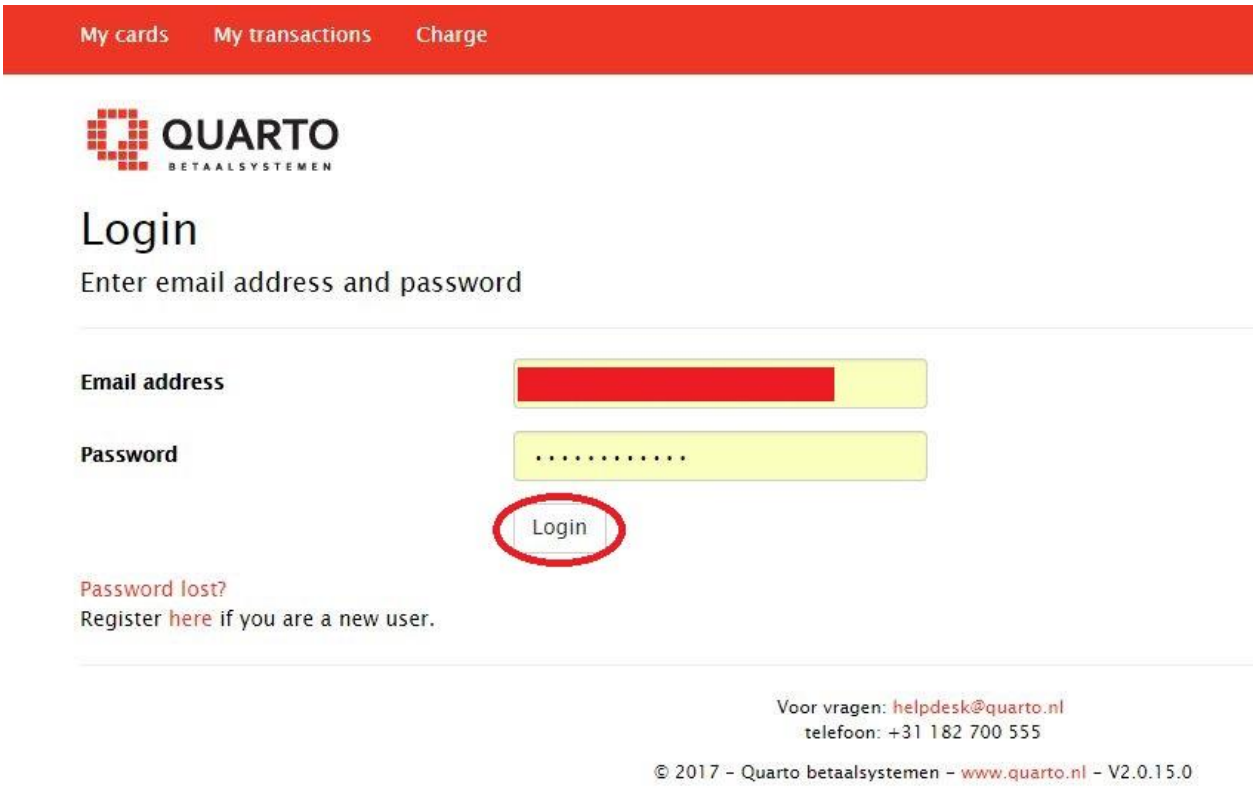
Upon leaving AIS

To recover the positive balance from your child(ren)'s lunch card(s) please notify Sodexo at 814700.afnorth.nl@sodexo.com to make appointment to close your Sodexo AIS lunch account and receive the remaining positive balance on the lunch account with the Sodexo Manager at the school Cafeteria. Please allow at least 24-hour notice to set an appointment with Sodexo. You **need to bring** your child(ren)'s lunch card(s) to the appointment. If you have activated the "automatic reload" on your lunch account, make sure to de-activate this feature **before** your appointment with the Sodexo Manager. Sodexo will automatically block your card(s) after the

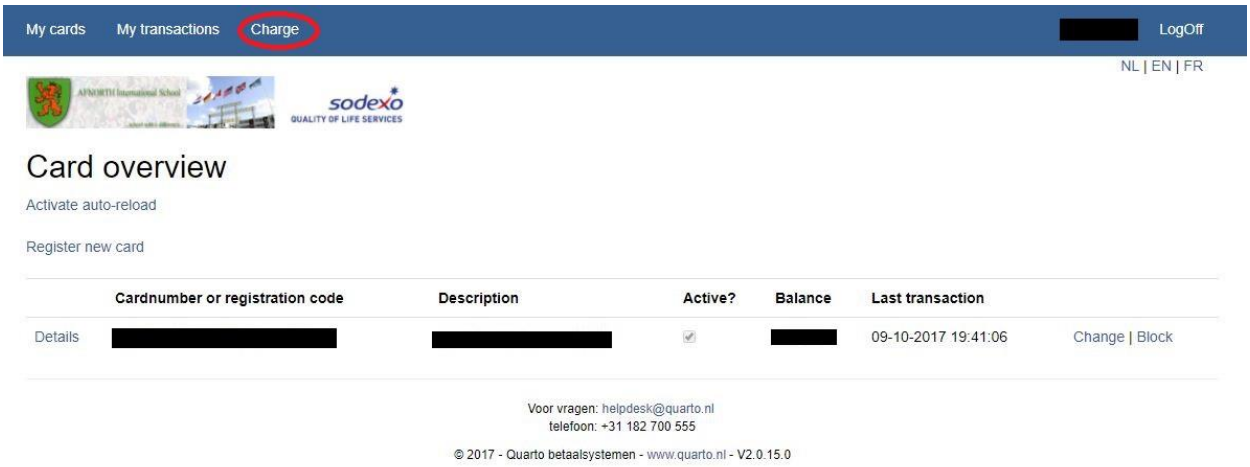
appointment. If you do **not** need to make an appointment with Sodexo (low/no balance on lunch card(s)), you can block your child(ren)'s card(s) on the lunch account after their last day attendance at AFNORTH International School.

Payment instructions

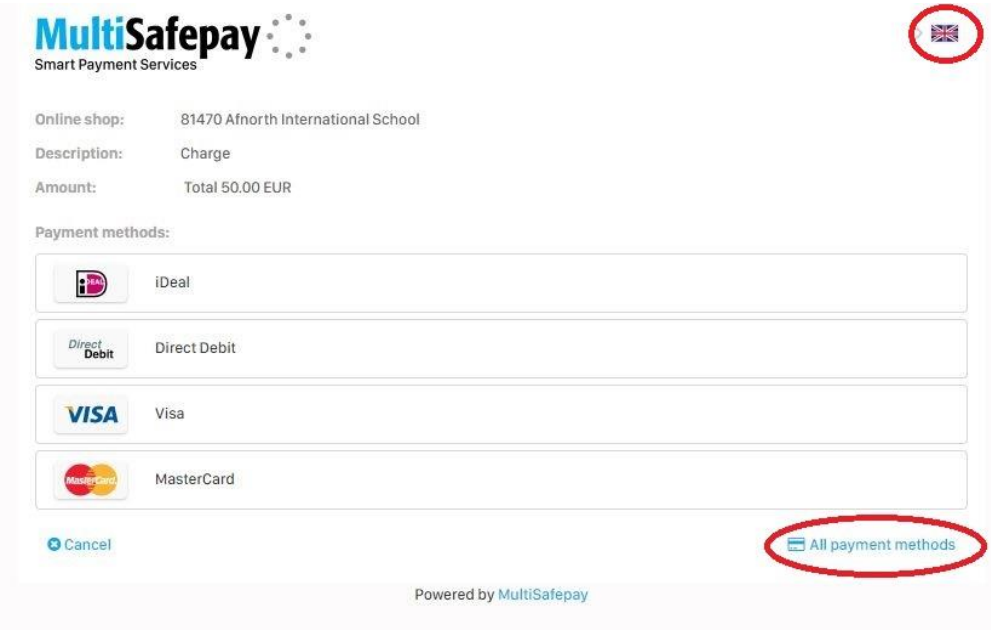
1. Go to qpay.quarto.nl/portal and type your email address and password then click Login.



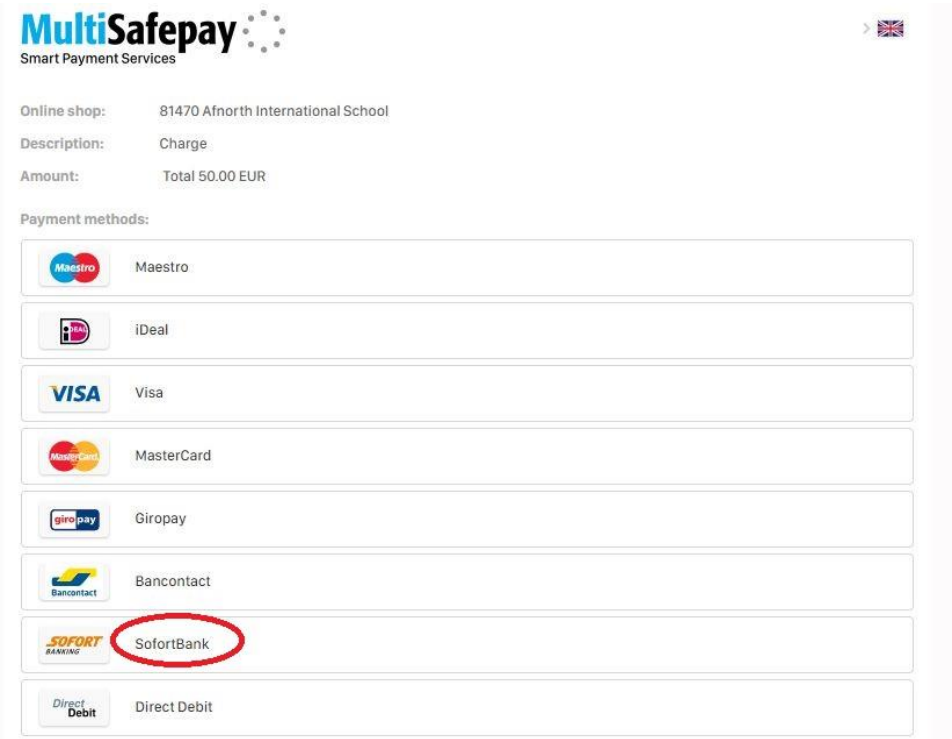
2. Click Charge. For Dutch bank card payment click on iDeal.



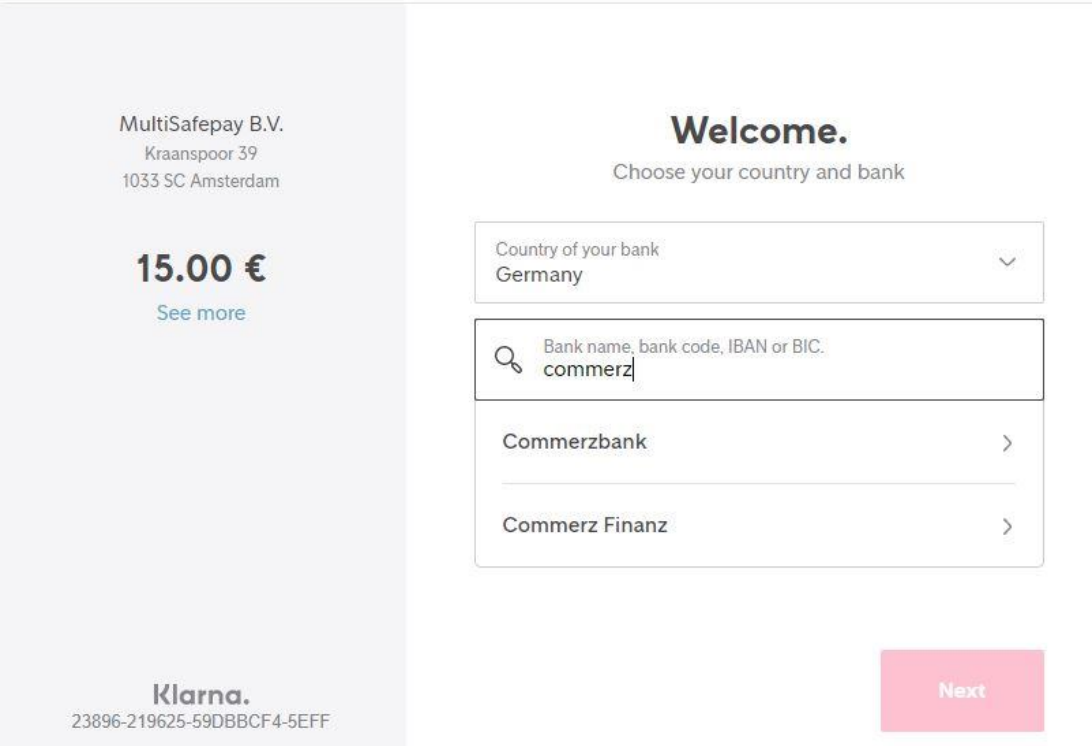
3. Choose English then click “All payment methods” for German bank card payment.



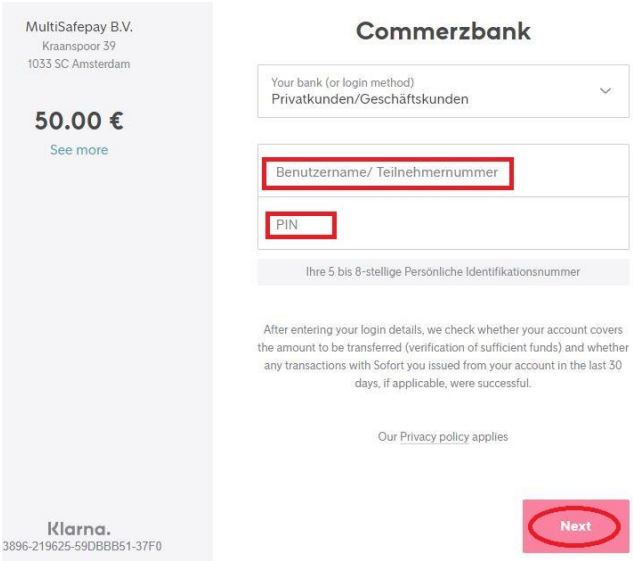
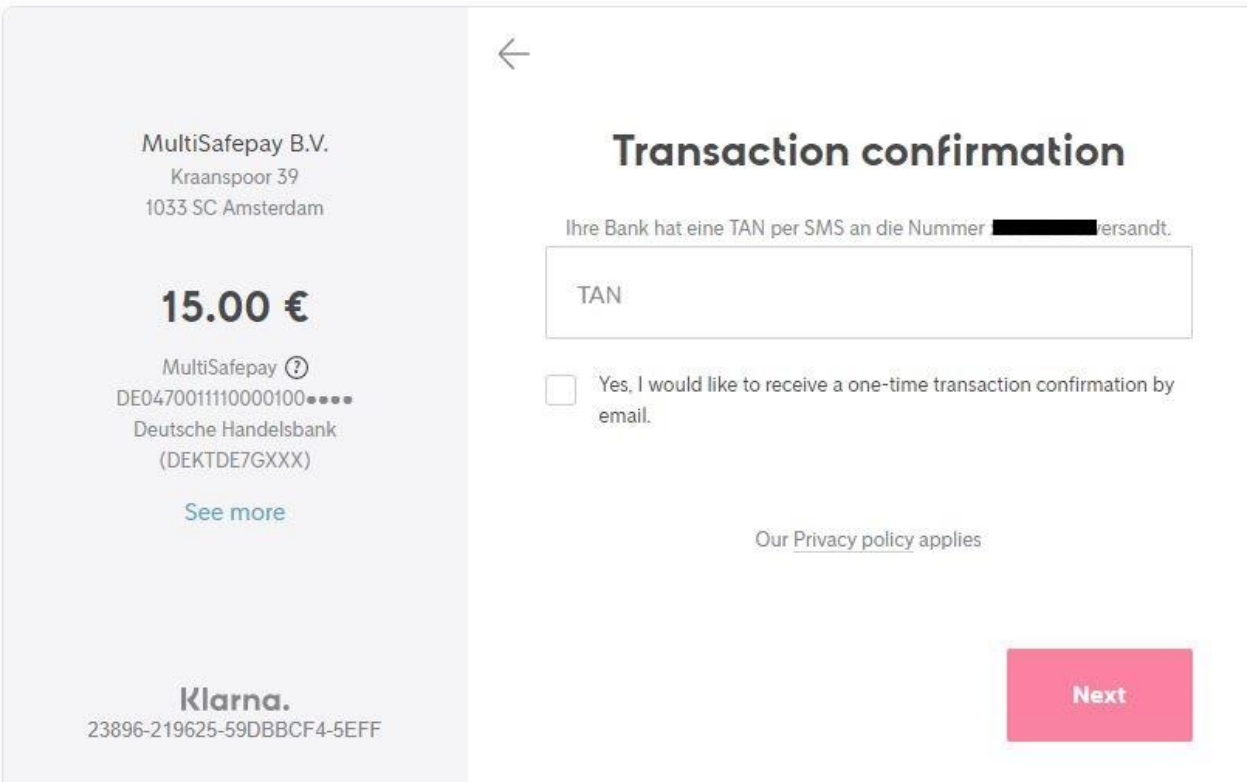
4. Click SofortBank for German bank accounts.



5. Type your bank name, bank code, IBAN or BIC and choose your bank.



6. Type your online banking username and password then click Next.



7. Type a TAN once you get it from you bank then click “Next”. Wait for the transaction to be completed.