

## UNIFORMS AND LUNCH ORDER PROTOCOLS FOR SY 2020-2021

### UNIFORM ORDER/PAYMENTS

1. Order online through St. John's School website: [www.stjohnsguam.com](http://www.stjohnsguam.com), (all credit card transactions will be charged 3% additional fee)  
(Curbside pick-up available, please wear your mask every pick- up)
2. For check/cash payment, please place an order with MJ through phone (646-8080) or email ([mlubao@stjohnsguam.com](mailto:mlubao@stjohnsguam.com)). Please indicate the size, color and quantity.
3. In case you are uncertain of the sizes, return and exchange of sizes, please set an appointment with Ms. MJ. Once confirmed, you may proceed to the main office for further assistance. (Temperature check, 6 ft. distance and safety procedures are strictly implemented)

### LUNCH ORDER/PAYMENTS

1. Lunch forms can be downloaded from St. John's School website (under forms and downloads, [https://www.stjohnsguam.com/uploads/7/1/9/3/71931835/sjs\\_pre\\_order\\_form\\_1st\\_qtr\\_sy20-21.pdf](https://www.stjohnsguam.com/uploads/7/1/9/3/71931835/sjs_pre_order_form_1st_qtr_sy20-21.pdf)) and completed forms can be submitted together with the payment\*; or email forms to Ms. MJ ([mlubao@stjohnsguam.com](mailto:mlubao@stjohnsguam.com))
2. \*Payment options are:
  - Lower School: Have the student submit their forms (in a closed envelope) together with payment to their homeroom teacher to be turned over to the business office.
  - Middle/Upper School: Exact cash or check payment together with the forms can be submitted in the business office. Drop box is also available for check payments, located right next to the main office door.

#### REMINDER:

- \*All lunch plates/drinks will be delivered to the student's designated classroom.
- \*All lunch plates are strictly pre-order, the student store is CLOSED and will not be selling any extra lunch plates, snacks or drinks.
- \*Middle/Upper School students must indicate their DAY 1 2ND PERIOD classroom for their room number, lunch plates will be delivered to that room
- \*All lunch form orders should be submitted every THURSDAY before the week of order.