

PAC COMMUNICATION / ORDERING

Starting September 2018, the PAC will be using the Hot Lunch software for all communications, ordering, calendar events and announcements. Everyone will be asked to sign up for the program, so that they can participate in all the many fun activities planned and view PAC meeting minutes.. The online system requires a small amount of set-up time at the beginning. However, once the account is set up, communicating and ordering for the remainder of the year should be quick and simple. ***SEE INSTRUCTIONS BELOW***

- Ordering for all events and lunch service will be available through the online program using PayPal.
- **NO CASH, NO CHEQUES**
- If you had an account last year, you will still need to create a new account (all account information is purged at the end of every year in order to meet privacy requirements). Once you have created your account and entered your child into the system, any previous account information will be restored including any account balances.
- Many parents will have an outstanding credit for them to use from last year's Triple O's cancelled service.
- Cookbook sales were cancelled at the end of the year and anyone who ordered/paid should have received a credit to their account. If you do not see the money in your account, please contact us at gsphotlunches.assist@gmail.com. You will need to reorder when the cookbooks become available for sale, which will be at a **new discounted price!**
- Opportunities for volunteering for various activities, events and hot lunch will come available during the year, so please watch for announcements to see how you can help. Hot lunch volunteering is available on each schedule.

HOTLUNCH:

The hot lunch program begins on October 3rd and will run to mid-June. Meals will be provided by Domino's Pizza, Subway, Montana's Cookhouse, Triple O's Mobile Kitchen, Taco Del Mar and more. We've added several Pasta Days and Hot Dog Days in this year's schedule along with more concession items and snacks. The goal this year is REDUCE/REUSE/RECYCLE, so all containers, food waste and cutlery will be returned to the kitchen for washing/reuse/recycling.

Please note the following important information: Ordering deadlines are final. Substitutions may be made based on availability of menu items. Substitutions will be of equal value and in compliance of any dietary requirements. A child who receives a lunch that differs from what they ordered should immediately bring that lunch to the PAC kitchen for assistance. A limit of 24 hours is in effect on declaration of issues related to service.

*** CREATING YOUR ACCOUNT (if you need assistance with registration, please click on the "Parent Instruction Guide" under "Help"):**

- ✓ Go to goldstonepark.hotlunches.net
- ✓ Click on "Click here to register"
- ✓ Enter access code (GPHL)
- ✓ Complete registration form (please include a current email address to ensure you receive reminder emails about ordering deadlines and upcoming events)
- ✓ Click the "Register Now" button at bottom of form
- ✓ Follow instructions to add each child in your family that attends Goldstone Park Elementary
- ✓ Once your child(ren) are registered, click on "Orders"
- ✓ Proceed to order for your child(ren) using PayPal Method (www.paypal.com): You can either pay with a credit card as a PayPal Guest (Visa, Mastercard, or Amex), or set up your own PayPal account. Should you experience any issues with your PayPal account, you must contact PayPal directly to address the issue. NO CASH NO EXCEPTIONS.

STAFF INSTRUCTIONS - HOT LUNCH WEBSITE/SERVICE

This year's hot lunch service will look a little different from previous years. The new procedure is as follows:

1. Each division will be assigned a blue tote with their number on it.
2. A delivery sheet will be attached to the lid of every tote for reference.
3. During recess the tote will be delivered to the classrooms and lunches placed on the desks of the primary students.
4. The tote will remain in the classroom during lunch service.
5. The students will put their used lunch containers, food waste and any other recyclables back into the tote.
6. Volunteers will retrieve the tote at the end of lunch. Intermediate students are welcome to return the tote to the PAC kitchen when they're finished.
7. If a student has a discrepancy with their lunch order, they should immediately come to the kitchen for assistance. No refunds are granted for issues brought up days after service. In the past we've had issues with the lunch monitors not allowing their students to go to the kitchen, so it would really help to remind them of the importance of this.

Each staff member is put into the hot lunch software ahead of the school year, in order to allow the parents to attach their child to the appropriate division. **A "Log-In Password Reset" email will be sent to each staff member to access your account, so have a look in your spam if you don't see it.**