



## KEATING PARENT ADVISORY COUNCIL

(Keating Home and School Association)

### Hot Lunch Program - Parent Info 2019/2020

#### The Hot Lunch dates for this school year are:

- Friday October 18
- Friday November 15
- Friday December 13
- Friday January 31
- Friday February 21
- Friday March 6
- Friday April 24
- Friday May 29

#### What is the purpose of the Hot Lunch Program?

- To provide a healthy lunch that meets the Guidelines for Food and Beverage Sales in BC Schools
- To provide an opportunity to experience new healthy foods or try old favourites in a new way
- Share a meal with friends at school
- To raise funds for Keating Parent Advisory Committee
- Support local businesses in the community: fresh produce will be locally sourced when available

#### We need volunteers to make this program happen!

The Hot Lunch Program is a volunteer-run program. **Michelle Philpott** and **Jane Bassett** are the volunteer program co-coordinators. Michelle runs the Hot Lunch website and Jane will be running the show on Hot Lunch day. Please direct any questions to **Michelle** at: [khasa63hl@gmail.com](mailto:khasa63hl@gmail.com)

Other parent volunteers are needed to deliver the food bins to the classrooms and serve food. It is approximately a one-hour commitment on each Hot Lunch day. On the Hot Lunch ordering website ([keating.hotlunches.net](http://keating.hotlunches.net)), please indicate if you are available to volunteer. Parent volunteers will meet **Jane** at 11:00am on the stage (just off the gym).

#### Ordering

The Hot Lunch Program is an online program. You can order at [keating.hotlunches.net](http://keating.hotlunches.net)



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*Parents need to register their children every school year.* That means that even if you registered your child on the website last year, you need to register them again this year! Follow these instructions to register.

1. Go to [keating.hotlunches.net](http://keating.hotlunches.net)
2. Click "Register" at the top right-hand corner to sign up. Our school code is **KHL**.
3. Enter your name, email address, phone number, and user ID that you will use for access to the Hot Lunch website. Enter a password and then enter it again to verify that it is correct.
4. Once registered, you will be logged into the website.
5. Please add your child by clicking the "Students" button or the "Profile" menu tab. Once the student has been added to the system, you will be able to place lunch orders or other event orders by clicking the "Order" button below each child's name.

### **Payment**

*Preferred method of payment is **online payment through PayPal**.* If you wish to pay by cheque, we ask that you still input your order online and simply print out a "Remittance Form". Then send this form to the school along with a **single** cheque payable to Keating Home and School Association in a sealed envelope marked Hot Lunch or whatever the event might be.

The ordering dates will be communicated through the Keating weekly communications email. All orders and payment must be submitted by the ordering closing date. Please note that **no late orders can be accepted and any orders not paid within one week of the closing date will be cancelled.**

### **Forgot to Order?**

If you forgot to order, there will be items for sale at "The Store" on the stage where your child can purchase some food items on Hot Lunch day. Please be aware that we cannot guarantee there will be enough items, so pack a bagged lunch as a backup.

### **What if your child is sick or absent on Hot Lunch day?**

No refund will be given. You may pick up the food items or have a sibling or friend pick up. If possible, please let **Michelle** know prior to 8am on Hot Lunch day by emailing her at [khasa63hl@gmail.com](mailto:khasa63hl@gmail.com).