

Hot Lunch Program Summary

WMEMS Katherine Friesen Campus 2019-2020

Detailed information regarding the Hot Lunch Program can be found by accessing online documents on both the Parents' Association webpage and in the 'Documents' section once logged into wmemskf.hotlunches.net Access code: **WMEMSKF2019**

- Hot Lunch Program Summary
- Menu (found at <https://wmemskf.hotlunches.net>)
- Hot Lunch Schedule
- Hot Lunch Policy
- Allergy Statement
- Hot Lunch Program - Frequently Asked Questions (FAQ)
- Instructions for Volunteer Hot Lunch Servers

The WMEMS Katherine Friesen Parents' Association (PA) has implemented online tools for Hot Lunch ordering and Volunteer Sign-ups. To save paper and facilitate distribution to all families, PA related documents are available on the PA webpage. Occasionally, printed copies of select information may be distributed. The PA webpage is used to communicate information regarding the Hot Lunch Program, Fundraisers, Social Events organized by the Parents' Association, Teacher Appreciation events, PA meeting dates, etc.

Two registration steps are required to access the complete Parents' Association webpage and order Hot Lunches:

- 1) Registration at <http://kfpa.wmems.ca> (i.e. provide email address, name and create password) is required to access the complete Parents' Association webpage. Once registered, the Online Volunteer Sign-up pages are also accessible by visiting the PA webpage.

Invitation code **WMEMSKF2019**

- 2) Register at wmemskf.hotlunches.net if you want to order from the Hot Lunch menu for your child. Order deadlines: September 18 and January 22

Access code **WMEMSKF2019**

Hot Lunch Program Fast Facts:

- Tuesday, September 17 is the deadline for ordering hot lunches for the October-January period.
- There are 2 ordering periods per school year. To participate in the program parents must order and pay before the set deadlines for their child to receive hot lunches (ordering/payment deadlines are September 17 and January 21)
- Hot Lunch schedule is split into two halves 1) October to January 2) February to mid-June
- **Orders from each menu remain the same throughout the ordering period. For example, if you order a hot dog, chips and Booster juice that same order will repeat for each Hot Dog Day during that hot lunch period (i.e., October to January).**
- A **late fee of \$50** will be automatically applied for orders completed between September 18-24 after which time no orders can be placed or changed until the next ordering period in January 13-21, 2020.
- Hot lunches are served every Wednesday except in September and the last two weeks of June.
- Hotlunches.net is used to order and pay for hot lunches (cheque, cash and PayPal is still accepted)
- Paypal can now be used to pay online for hot lunches (additional fees apply)
- The Hot Lunch Program is the biggest fundraiser of the year for the Parents' Association
- In past years, the participation rate has been over 90% percent. Some children order entire meals while others order single items
- A total of 34 hot lunches are served and 4 different hot lunch menus are offered on a rotating basis
- The Hot Lunch Program is run entirely by parent volunteers (11 volunteers are required each Wednesday to help distribute food)
- There are 5 Hot Lunch organisers who volunteer to manage ordering and delivery
- Parents, grandparents, aunts, uncles other family members can sign-up online to help serve in their child's class on specific dates (refer to Volunteer Sign-up Instructions)
- Efforts are made to provide suitable options for those with food allergies or intolerances
- Use **Access/Invitation code 'WMEMSKF2019'** when registering at wmemskf.hotlunches.net and <http://kfpa.wmems.ca>

Volunteer sign-up

- Volunteers can sign-up online by accessing the Volunteer Sign-up link on the PA webpage at <http://kfpa.wmems.ca>
- Parents must register at <http://kfpa.wmems.ca> to access both the Parents' Association webpage and view the volunteer sign up pages
- In addition to being used to sign-up to volunteer for hot lunches, the new online Volunteer Sign-up feature may be used for volunteers to sign-up for social events, special events, teacher appreciation, etc