

Hot Lunch Policy

WMEMS Katherine Friesen Parents' Association

Instructions for Hot Lunch Volunteers

Instructions are available on the [KF PA webpage](#). There is also a folder in the hot lunch bin associated with each classroom that contains a page of instructions as well as a list of students who have food allergies.

Unclaimed Lunches and Sharing Food - (i.e., student absent, extra food)

No sharing food please! For safety reasons it is the school's policy that there is to be no sharing of food between students. **Also, if there is extra food (i.e., a student who ordered lunch is not in attendance) do not give that student's order to another student.** Unclaimed perishable food will be offered to volunteers. Please ask the Hot Lunch Organizer to determine what to do with a student's food if they are not at school.

Allergies

*If your child has allergies please submit allergy information in **both Renweb and HotLunches.net*** Efforts are made to provide a variety of menu options to accommodate a variety of allergies (i.e., nut free, dairy, gluten). Ultimately, it is up to the parents to determine if specific items on the menu are safe for their child to consume. Ideally, a family knows from experience and is familiar with each vendor, their products and food handling practices.

If there are allergies to be accommodated, special requests will be considered on a case by case basis and are highly dependent on the limitations imposed by the vendor and their food handling standards and product offerings. Menu options may be limited to simplify the processing of orders.

In cases of extreme allergies please send the hot lunch coordinator an email (KF.hotlunch@wmems.ca) with a detailed description of what the allergy is and the requested food handling practice for the supplier. If the supplier is able to accommodate that allergy then these instructions can be forwarded with the order to the supplier.

Menu Options

Menu options are set well before ordering is opened. If you have a suggestion for changes to the offerings, a request must be submitted in writing to the Parent's Association (PA) no less than 90 days prior to the next ordering period or the end of the preceding school year, whatever is earlier. These requests will be brought forward to the PA Executive Committee for consideration. Efforts are made to offer gluten-free, vegetarian and dairy free options on most days.

Offerings and prices are reviewed annually by the PA Executive Committee. The Hot Lunch Program is the school's largest fundraiser. Appeal, nutritional value, quality, consistency and cost are all factors considered when determining the offerings.