

# West Sechelt Elementary School Parent Advisory Council

5609 Mason Rd, P.O. Box 220, Sechelt B.C., V0N 3A0



## Hot Lunch Policy September 2106

### 1. Policy Statement

The hot lunch program at West Sechelt Elementary is managed by the Parent Advisory Council (PAC) and is available from October through May. The hot lunch program is a fund raising activity for the PAC; meals are provided only to those students who order and pay for them. Money collected from hot lunch orders covers the cost of the food and supplies; profits are deposited to the PAC General Account to support purchases and activities for the school.

### 2. Schedule

Meals: are offered every Tuesday and Thursday with the occasional cancellations due to school events.

Tuesday is the "take out" day, with meals ordered from local restaurants or grocery stores (i.e. pizza, pulled pork, Subway, pizza bagels). Meals that are easier to make (such as hot dogs) are also offered on Tuesdays. Wednesday's are a milk only day, Thursday is our cooking day; all meals are made by parent volunteers in our school kitchen.

Milk: is offered on Tuesdays, Wednesdays and Thursdays at lunch time through the school Milk Program.

Popcorn: is made onsite with a theatre style popcorn machine. Popcorn is offered every Friday at recess.

### 3. Ordering Procedures

Hot lunch orders can be placed online at [www.wsespac.hotlunches.net](http://www.wsespac.hotlunches.net). If ordering online is not feasible for you, a paper order may be placed, order forms are available on the PAC bulletin board located at the front entry of the school. The hot lunch online users will be notified by email when the next month's order is available.

All orders must be submitted by the posted deadline. No late orders will be accepted as food orders must be placed on time. Student's cannot bring money on the day of hot lunch and order a meal.

#### **4. Payments**

Hot Lunch orders can be paid for using cash, cheque or Pay Pal. All payments are due by the order deadline. If an order is submitted without payment by the deadline, the hot lunch order will be cancelled.

NSF Cheques: If a cheque does not clear, all meals will be cancelled until a cash payment has been received that covers the cost of the full order and the NSF cheque penalty. No future orders will be accepted until the bill is paid in full.

#### **5. Cancellation**

Students who miss a meal due to an unexpected absence will not be refunded or credited for the meal. Parents or students who cancel a meal ahead will also not receive a credit, as all food is pre-ordered. Parents are responsible for checking field trip schedule and not ordering on those days.

#### **6. Issues**

If your child does not receive something they order, please remind them to report to the kitchen in the Community Use Room. We will check the delivery sheets and hot lunch binder to determine if the child's order was misplaced or a data entry error was made. Students who should be given a meal will be given one. Students who forgot their lunch should advise a staff member, the student will be given a meal from the Free Lunch Program (soup, sandwich, spaghetti, cheezie noodles etc.) this meal will not be from the hot lunch service for that day.

#### **7. Food Allergies**

West Sechelt Elementary is a nut aware school, so no meals including nuts will be offered. However, we are not able to guarantee that the food we purchase was prepared in a nut free environment.

#### **8. Left Over Food**

All leftover food is frozen and donated to the Free Lunch Program.

#### **9. Free Lunch Program**

The Free Hot Lunch Program is a separate program from Hot Lunch. The PAC purchases food for the program and also donates leftover frozen meals for Hot Lunch. All food for the Free Lunch Program is kept in the staff room and is prepared in the staff kitchen. Any child without a lunch may go to the office to request a meal.