

## Grandville Christian School

### Hot Lunch Procedures

Welcome to the 2017-2018 hot lunch program! Grandville Christian School will once again offer hot lunch served 5 days per week by the Grandville Public School system. We are very excited about this partnership. As it is still a relatively new partnership, there may be some changes during the year as we tweak things to ensure it runs smoothly and we are doing our best to serve families. Thank you in advance for your patience, understanding and making this successful.

#### Menus & Ordering

- Menus will be available a month in advance. The menu for the month will be available on our website at [www.gosquires.org](http://www.gosquires.org) (under the hot lunch tab on the elementary school page).
- Each day (except pizza day) there will always be 3 entrée choices. Choice C will always be a chef salad. Students will also be offered a fruit or vegetable side each day.
- Milk and juice will be available every day. It is included in the cost of a meal OR available ala carte for 40 cents. You DO NOT have to order milk in advance.
- We ask families to select their choices by the week and have their order placed on our google form by FRIDAY at noon for the following week. The google forms will be on our website under the hot lunch tab. If it's easier for you, you may order for the month and change your order if something comes up.
- If you order lunch for your child and they are sick or not at school you WILL NOT be charged.
- If something comes up and your child needs to get hot lunch and it was not ordered, that is OK. Just call the office and let them know in the morning. ☺
- Please keep your lunch menu and note which days your child is receiving lunch.

#### Paying for Hot Lunch & Milk

- You will add money to your student account by using the website [www.sendmoneytoschool.com](http://www.sendmoneytoschool.com) . \$20 is the minimum deposit you can make. The site indicates that a 6% fee will be charged—but we will NOT charge this fee. If your child gets lunch or ala carte milk and there is not enough money on you will be notified. But, please try to keep enough money in their account to cover what you order. Please choose the check box to receive an email when your account is below \$5.00.
- To create an account on [www.sendmoneytoschool.com](http://www.sendmoneytoschool.com) you will have to know your student's ID#. **Your student's ID is attached to the top of this document.** If you didn't get your student ID# you can contact your child's teacher OR the school office. If you need help creating an account or if you are having problems with your prior year's password, please call the GPS food service (Holly Roelofs) at 254-6404.
- Free and reduced applications are available online at [www.lunchapp.com](http://www.lunchapp.com). This is the easiest way to apply. All applications are processed through the Grandville Public School hot lunch office & kept in strict confidence.

## **Other Information**

- Each morning classroom teachers will take a count of who is getting which lunch choice. Please make sure your child knows if they are getting the A choice, B choice or C choice each day.
- Kindergarten and 1<sup>st</sup> grade students will eat in the gym during the 1<sup>st</sup> lunch period. 5<sup>th</sup> graders will eat in the gym during the 2<sup>nd</sup> lunch period. 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> graders will eat in their classrooms. We will have hallway helpers available if students need help getting their lunch back to their classroom.

## **Allergy Information & Menu Concerns**

- Please contact Holly Roelofs, GPS Food Service Director at 254-6404 with any allergy concerns. Holly is happy to talk to you about their policies and procedures. Please note as well, GPS makes every effort to keep their lunches NUT FREE.

## **Hot Lunch Volunteers Needed**

- We are still in need of regularly scheduled volunteers to help in the kitchen during hot lunch. This is VITAL to us being able to serve your child hot lunch each day. Our current greatest need is someone to help every/or every other Tuesday and every Monday. If you are able to help please sign up on the school sign up genius site ([www.signupgenius.com/tabs/2367FD90FAFC8E8C35-hotlunch1](http://www.signupgenius.com/tabs/2367FD90FAFC8E8C35-hotlunch1)) or contact Vonda Bryce ([vonda.bryce@gmail.com](mailto:vonda.bryce@gmail.com)) or (616) 283-4728
- Hallway helpers are also needed each day. Please sign up on the sign up genius if you are able to help. These shifts are very brief!

As always, if you have any questions or concerns, please feel free to contact the GCS Office at [gcsoffice@gccsmi.org](mailto:gcsoffice@gccsmi.org) or (616) 538-9710.

GCS Office Staff