

## Grandville Christian School

### Hot Lunch Procedures

Welcome to the 2018-2019 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 appreciative of this ongoing partnership. We are continually striving to improve our program so that it runs smoothly and best serves our families. **In fact, we have made a significant change to the ordering process this year that will save you time. Please see the note below under “Menus & Ordering”.** In addition, we may tweak things throughout the year and will notify you immediately of any changes. Thank you in advance for your patience, understanding and help in making this a continued success.

#### Menus & Ordering

- Menus will be available each month in advance. The menu for the month will be sent in the school-to-home note and is also 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 encouraged to take the 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 a la carte for 40 cents. You DO NOT have to order milk in advance.
- **CHANGE TO ORDERING:** You will no longer be required to pre-order hot lunch for your child via google forms on our website. Your child will simply need to know which choice they are ordering on a given day. Their teacher will ask each morning who is ordering and which choice they are ordering. Please remember, a child can order only milk or juice and will need to notify their teacher in the same way as hot lunch is ordered.
- If something comes up and your child needs to get hot lunch and it wasn't ordered in class please call or email the GCS office (616) [538-9710](tel:538-9710)/[gcsoffice@gccsmi.org](mailto:gcsoffice@gccsmi.org) by 9:00 AM or earlier, if possible.
- **CHILDCARE ORDERING:** For students that will eat hot lunch in our childcare room, we may still ask you to order weekly or monthly (whichever works best for you) using our google forms. Due to the age of our students in childcare and the nature of children and parents coming and going it is very helpful and efficient for our childcare workers to know who is ordering hot lunch and which option ahead of time. Alicia Kragt will be sending out an email communication as soon as possible regarding this process. Thanks for your patience.

### **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 a la carte milk and there is not enough money on your account you will be notified. But, please try to keep enough money in their account to cover what you order.
- To create an account on [www.sendmoneytoschool.com](http://www.sendmoneytoschool.com) you will have to know your student's ID #. ***The Student ID number can be found at the top of your child's PowerSchool Summary page that will be handed out at the Open House on 8/16/2018.*** 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 please call the GPS food service at 254.6404.
- Free and reduced applications are available online at <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**

- 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 Jeff Ward, GPS Food Service Director at 254-6525 with any allergy concerns. Jeff is happy to talk to you about their policies and procedures. Please note that GPS makes every effort to keep their lunches NUT FREE.

### **Hot Lunch Volunteers Needed**

- We are always in need of regularly scheduled volunteers to assist with hot lunch. This is VITAL to us being able to run this program.
- Hallway helpers are also needed each day. These shifts are very brief!
- If you are able to help volunteer in either of these ways, you can sign up on the sign up genius site that will be sent out soon.

If you have any questions concerning the hot lunch program and how to get started, please contact the GCS office (616) 538-9710 or [gcsoffice@gccsmi.org](mailto:gcsoffice@gccsmi.org).

The GCS Office Staff