



## My Kid's Lunch

is pleased to be the hot lunch service provider for **Mountain Phoenix Community School** students for the 2017-2018 school year.

My Kid's Lunch has provided hot school lunches to students at independent schools throughout the Denver Metro community for 20 years.

We offer three menu choices each day. In addition to our popular hot meal selections like Baked Chicken Nuggets, Cheese Calzones, and Spaghetti, we have salads, sandwiches, and "light lunches" offered as a daily alternative. We also offer a wide variety of gluten-free meals for \$5.50 per meal. Fresh fruit and/or vegetables are included with all menu choices. We are using more organic and local ingredients than ever - some right from our own gardens!

A free lunch day will be available on **August 31, 2017** for new families to try out our delicious selections. **Parents MUST go online to order this free meal!**

**Your price this year will be:**

**\$ 4.50 Standard Lunch - \$5.50 Extra Large/Gluten Free**

**HotLunchOnline**

***Meals are easily ordered through our online ordering system. Login at:***

***<http://michaels.h1.hotlunchonline.net>***

Instructions for registering, as well as ordering policies, are attached below.

**We look forward to serving your student!**

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### **Registering for the New School Year**

**Returning Users:** Login with last year's account username/password. If you forgot your password, use the "I forgot my password link" on the login screen to re-set it. Make sure you check to see if you child's grade needs to be updated!!!

#### **New Users: Setup your account following these instructions:**

1. Go to: <http://michaels.h1.hotlunchonline.net> (bookmark/add this page to your favorites for easy access).
2. Click "Create an account" and follow prompts.
3. **This will take you to the HotLunchOnline homepage.**

#### **Adding Students:**

1. Select the "Student" Tab.
2. Select "Add a Student".
3. Enter the Students Last Name, First Name, School and Grade. Press Submit. Repeat for additional students.

#### **Ordering Your Meals**

1. Select the "Order" tab.
2. Select your student from the drop down menu (top right of screen).
3. Select meals by clicking the item you want. A complete description will show in a pop-up window. Add desired items to cart.
4. After making your selections, click the "shopping cart" button at the top of the page.
5. Review your order. To change your order, click the "Change" or "clear cart". If your order is correct, choose payment method (Credit Card or Check), and click "Pay Now".
6. IF USING A CREDIT CARD, you MUST press "Pay Now" again, after selecting the desired payment profile.
7. After you have completed your order, please view your "history" tab to verify your order has been placed correctly.

#### **Cancelling Meals:**

**Go to the "Order" tab to change an order. Click on the ordered item (appears in WHITE) to cancel/credit a purchase. Credits can be used against future purchases. This must be done 2 FULL days in advance (i.e. an order for THURSDAY would need to be changed before 11:59 P.M. on MONDAY)**



## Hot Lunch Order Policy for Parents

To ensure the correct quantity of food is prepared for school lunch, the following policies apply:

- **Advance ordering:** Orders may be placed a minimum of two days in advance, and may be placed as far ahead as are posted. There are no same day meal orders taken.
- **Order changes:** An order may be changed a minimum 2 days in advance by calling 303-778-0916.
- **Replacement lunches:** A few additional lunches are provided to the school in case a student drops their meal or otherwise requires a replacement lunch. Emergency lunches are for students who purchased a lunch for that day, and an accident occurs. *They are not for students who forgot to order.*
- **Emergency Lunches:** If your student does not have an order and requires a meal, we will attempt to supply a meal from available food items. This meal will be charged to you at \$1.00 additional per meal.
- **Sick days:** If your student is ill, orders can be changed or cancelled per the above policies. In the event of a one or two-day absence, a refund will not be given.
- **Snow days:** If your school declares a snow day, a refund will not be given. Closures for more than one day will be considered on an individual basis.

*\*\*Although we understand sick days and snow days are unexpected, we cannot refund these meals because the food is purchased and prepared in advance. \*\**

- **Sack lunches:** Sack lunches will be substituted for meal orders when your student goes on an outing, IF the administration notifies us 48 hours in advance. The school administrative contact is the only person who may order a change to sack lunches for outings and field trips.

**We look forward to serving your students throughout the school year!**