

HPCS Lunchroom Guide

Please read this document carefully, as it contains instructions for ordering hot lunch and important information regarding other lunchroom procedures.

Hot Lunch

Meal Pricing: \$4.10 – Regular; \$5.80 – Large (See section on Ordering below)

HPCS lunch is made available through TnT Catering. Food is delivered daily by TnT and served to students by parent volunteers.

On alternating Wednesdays, we will provide Rocky Rococo's Pizza (both pepperoni and cheese options) or sub sandwiches (made by TnT).

Each day that hot lunch is offered, there will be a hot lunch and cold lunch option. The cold lunches are paper bag meals provided by TnT and consist of a sandwich or wrap, a bag of chips, and a dessert. The hot lunch option varies each day, and the cold lunch option varies each week. Hot and cold lunch options are priced the same.

If you pack a lunch for your child, please keep in mind microwaves are not available for student use.

Students who forget their lunch at home will be provided with one (usually a sandwich, crackers, applesauce, and pudding). Each student is allowed 2 free meals per semester. After that, your account will be billed \$5 per extra lunch.

Allergy Questions? TnT's Café is not a nut-free kitchen. For any specific allergy questions you have, please contact TnT's directly at tntcafe@yahoo.com. Also refer to the HPCS Food Allergy Policy located in RenWeb under the School > Resource section.

Ordering:

Menus will be presented in approximately 5 week cycles, and ordering will be done in Family Portal. An email will be sent when the cycle is open for ordering. The order placement time window will be limited (usually about 10 days), and once "closed," no new orders may be placed for that cycle. No exceptions can be made so it is important to place all orders before the deadline and double check your orders are accurate.

PLEASE NOTE: No orders may be placed directly with TnT. If you miss an order cycle, you will not be able to call TnT's for an add-on.

Please keep in mind field trips and personal appointments so that you do not order food for your child on those days. No refunds can be offered once orders are placed. One exception will be snow days - refunds will be issued as the food will not be delivered/purchased from the caterer.

However, if your child is absent on a day that a hot lunch was ordered, please notify the Lunchroom Coordinator or the office if you would like the lunch saved. Lunches are only saved by request. If you

request the lunch to be saved, it will be wrapped and labeled in the “staff lunches” fridge in the lunchroom. Lunches will only be held for 24 hours so be sure to pick them up before then.

Lunch is not provided on 11:30 dismissal days.

Instructions for placing orders are available in Family Portal under the School Resource section and will be available there all year for your referral. Payments take place at the time you place your order.

Please make sure your payment is processed at the time of your order. If payment is not processed, your order has not gone through.

Milk:

Milk is offered to all students free of charge (Chocolate, 1%, or Skim). All parents will need to order each student's milk choice in Family Portal at the beginning of the year. You will only have to do this once during the first hot lunch ordering cycle. If your child does not want school milk, please check "no milk," and one will not be set out for your child.

A milk selection must be “ordered” for ALL Full-Day 4K and K-8th grade students in Family Portal.

PRESCHOOL and HALF-DAY 4K: You will be given an opportunity to place a milk order directly with your child's teacher.

Lunchroom Service Requirement

Each HPCS full-day 4K and K-8 family is required to select **FOUR** dates during the school year to come into the lunchroom to assist with setup, serving food, and clean up. Each shift is 2 hours, 11 AM - 1 PM.

You are welcome to bring younger children in with you during your shifts if needed, as long as it does not interfere with your ability to assist.

You will be sent an email inviting you to participate in a SignUp Genius. You will need a SignUp Genius account and having this in advance will be helpful. No access code will be required.

You can sign up for shifts anytime throughout the school year, but shifts fill up fast so it's best to sign up as soon as you know which days will work for your schedule!

Automatic SignUp Genius reminder notices will be sent 2 days prior to your shift, but be sure to put them on your calendar! If you miss a shift without arranging your own substitute, your account will be billed \$63.00.

Duties for each shift will include physical labor such as putting lunch tables up and down, serving food, wiping tables, washing dishes, and mopping.

In an effort to provide options for families whose work schedules make this service requirement a hardship, there is a \$250 buyout option available. Partial buyouts are also an option at \$63 per shift. A request for the buyout option should be communicated to the office as soon as possible so that we can ensure adequate coverage throughout the year.

To cover any extra shifts that we end up having, any family that picks up additional shifts beyond the required 4 will receive a credit to their school billing account at \$25/shift. Only sign up for your 4 required shifts initially. I will communicate any extra shift needs if and when they occur.

Some Ideas for Signing Up:

- Sign up on your child's birthday
- Sign up with a spouse if possible
- Have one spouse work the first half and another work the second half (you would only sign up for one slot in this case)
- Sign up a grandparent or your older non-HPCS student (high school or older) for some fun in the lunchroom. I'm impressed with the creativity I've seen.

Our lunchroom can only operate with the help of parent service opportunities. We greatly appreciate your contribution and support of our school lunchroom and hope that your involvement in our school community is a positive experience. It is a great way to meet other parents and students

Thank you so much and I look forward to seeing you in the lunchroom! Please feel free to contact me with any questions now and throughout the school year.

Lunchroom Coordinator
office@hpcsmadison.org

Lunch Ordering in Family Portal

- Log in to Family Portal (District Code HP-WI).
- On the left sidebar select “Student”, and a list of topics will display.
- From that list select “Lunch”.
- Here you will see a one week view of the menu items.* You are able to scroll ahead and back through the weeks with the arrows at the top of the calendar page: <next week>.
- Above the calendar, you will see a button: “Create Web Order”. Click to open the next page.
- The page that opens is where you place your family order. ALL of the children in the family are on this one page.
- You can select child 1 and place the orders for that child by placing a “1” in the meal you wish to order and then pressing TAB. Repeat the process for each additional child. A total per child will display in their section, and a grand total for ALL children will display at the bottom of this page.
- When all of your selections have been made, click the “Submit Order” button at the bottom right of the page.
- A “Confirm Lunch Order” page will open. Review your lunch order for accuracy as you will not be able to make changes after submitting a payment.
- If everything looks correct, click the “Confirm and Pay” button.
- The FACTS “Make a Payment” page will open. Here you can confirm the account already in place or select a new payment method. There is a disclosure on this page stating that Debit and Credit cards will have up to 2.85% processing fees applied. There is no fee for checking and savings accounts.
- Click on the “Pay \$ Now” button. This button will show you the amount you will be billed.
- You will receive a message that your payment has been submitted and will be redirected to Family Portal where you will receive another message stating “Your order has been made successfully”.
- After your order is submitted, you will be able to view your student’s selections in his/her lunch calendar. Follow the same path above: Student information>Lunch then select the student tab at the top to display the lunch calendar for that child. Look for the days with the BLUE notations, those are the items that child ordered.
- You can change the Time Frame from Week to Month if you prefer.