

Hello Prospect Lake families,

This notice tells you how to register your family to be part of our online order system for school hot lunches, fundraisers, and other items. It also explains how to volunteer in the school. There are three sections below. If you have any questions, email prospectlakepac@gmail.com

Hotlunches.net Registration Instructions

The PAC will be using hotlunches.net as a platform for organizing school events fundraisers and volunteer opportunities as well as hot lunch orders. We strongly encourage each family to set up an account, whether you plan to order lunches or not, so as not to miss out. If you don't have access to a computer, please let Mrs. Blackwell know. We want to ensure inclusion of everyone. The online system is designed to create only one account per family. If you require a second account, please enter your user info then submit a support request.

Parents need to **re-register** their children **every** new school year.

To register in the online ordering system:

1. Go to ples.hotlunches.net
2. Click the "register" button at the top right-hand corner to sign up
3. **The Access Code is – Prospect**
4. Enter your name, email address and phone number then choose and enter a user ID that you will use for the access to the system. Enter a password and then enter it again to verify that it is correct.
5. Once registered, you will be logged into the website.
6. Please add your Prospect Lake students by:
 - Clicking "Students" button at the bottom of the welcome page. You can also add a student through the top drop down 'Profile' -> 'Add Students'
 - Type in your child's name
 - Choose your child's class from the drop-down menu
7. Once the students have been added you will be able to place orders by clicking the "order" button below each child's name.

If you have any trouble registering in the system, please contact Sarah Angus at Sarah.R.Angus@gmail.com

Volunteering in Your School

All our events and fundraisers are completely volunteer run and can only function with parent help. You can **sign up** online. Go to **orders**, then select **PAC volunteer options**. Here are some jobs that you might be interested in:

Class Representative (all year)

Every classroom needs a Class Rep to be the liaison between the PAC and school staff, and the rest of the parents in that class. Class reps are the point person for the teacher to put a call out for volunteers. Being the class rep entails obtaining a class list with contact information; attend monthly PAC meetings

(if not available send a delegate from your class), coordinating some classroom special events, collecting money for teacher gifts, and help collect donated items for fundraising events.

Grade 5 Representative (all year)

Liaise between school administration and parents of Grade 5 students for special events, activities, and fundraising.

Morning Watch/Safe Arrival Program (3 month terms Oct-Dec, Jan-Mar, or Apr-Jun)

Call home/contact persons if child is not accounted for at school and liaise with office. Being a morning watch volunteer takes 30-40 minutes twice a month, from 8:50 until 9:30am.

Comfort Room Laundry (all year, sheets washed weekly by a team of volunteers)

Take the sheets, pillowcases and blanket home to wash on Friday. Return to the school by Thursday of the following week.

Fruit and Vegetable Program Coordinator (all year, can have more than 1 volunteer)

The BC School Fruit & Vegetable Nutritional Program (BCSFVNP) is part of a provincial government initiative to bring healthy snacks to schools and help children try different fruits and vegetable and learn healthy eating habits. The Coordinator will work with school administration and food providers to coordinate, prepare and deliver food to the classrooms approximately once per month.

There are other volunteer opportunities associated with specific fundraisers, such as hot lunch delivery, plant/flower and chocolate sales, Art Cards and bottle drives. These opportunities will be advertised and published online as they come up.

Ordering and Payment Information

Ordering for Fundraiser and Hot Lunches

Order for fundraisers: Each hot lunch day menu or fundraiser will appear on the site once it is available for ordering with orders being accepted throughout the year. Ordering dates and deadlines will be shared through the weekly communications PAC email.

Hot Lunch Menus will be releases in two sets, one for the first half of the year and again for the second half. You can choose to order for one menu at a time or for all menus available in that time to order and organize the meals. Once the deadline has passed the system will automatically shut off – unfortunately **we cannot accept any late orders**. Any profits made from food sales go directly back to the students through the PAC.

If your child is absent on hot lunch day, no refund will be given although you may pick up their food items just before lunchtime. If not, their meals will be donated to students in need. These lunches are meant to be a fun activity, not cause stress for parents – if participation in the program is a financial hardship for your family, please let Ms. Ko know.

Payment

Preferred method of payment is online as it prevents lost or late payments and saves a lot of volunteer time. If you select the PayPal tab you can still pay by credit card without having a PayPal account.

If you wish you pay by cash or cheque, we ask that you still input your order online then simply print out a remittance form. Place the form in a sealed envelope along with the cash cheque (made payable to PLES PAC) and leave it in the PAC box at the office. Please don't wait until the last day, envelopes can take a lot longer than expected to make it to their final destination!

There is a \$0.30 charge for every online payment made, so you can save money by ordering all available menus for all your Prospect Lake students at once.

Parents are welcome to change orders up until the order deadline, but please make sure you pay any outstanding balances. Please remember to clear any unwanted items from your order form. If you have unpaid items in your cart after the deadline you will be contacted and notified that the order has been cancelled.

Please check out the welcome page of the hot lunch site for more hot lunch information. If you have any questions or feedback about the hot lunch program, please contact Sarah Angus at Sarah.R.Angus@gmail.com.