

Aurora Parent Council Lunch Program

As we get ready for another exciting year at Aurora, it is also time to get our Lunch Program up and running!

You may or may not know that our Lunch Program is not run by the School or Wild Rose School Division (WRSD), it is entirely volunteer based and is run through our Parent Advisory Council (PAC). The Lunch Program is PAC's main fundraiser. While we need to make a profit, our mission is to provide a healthy lunch option that follows WRSD's Healthy Schools Initiative at a reasonable price.

Last year, our Parent Advisory Council (PAC) discussed and made the decision to renovate our kitchen. The project was arranged by our lunch coordinators and paid for mainly thru PAC fundraising efforts and is near completion! We are very excited to have a commercial quality kitchen that will allow us to expand and meet the necessary requirements to efficiently run our program. We hope to have the kitchen renovation completed and the lunch program up and running after Thanksgiving.

Last spring the PAC also made the decision to change how lunch orders are placed. Paper tickets will be replaced by an online ordering system. We will no longer be selling tickets in the office and you will no longer be able to order lunch the morning of. Everything will be pre-ordered and prepaid online. This will reduce waste, ensure accuracy and make the process as easy for everyone as possible. The students will no longer be responsible for ordering their lunch; you as their parent/guardian will have control over this. You will be able to do things, like receive emails or print a schedule of what has been ordered and paid for directly from the system.

Since the program is run by PAC (not Aurora School), we want to reduce the amount of time and stress on the school staff. Online ordering takes away the chaos and confusion that can happen in the classroom, office and kitchen with students handing in money or tickets the morning of. It also allows us to better plan what supplies we require and will reduce the amount of waste.

It only takes a few minutes to register in the online ordering system. Instructions on how to register can be found on the attached sheet. As an added bonus, parents who have registered for the online ordering system will receive email notifications and reminders, not only for the regular lunch program but also for other PAC events and fundraisers like Pizza and a Smoothie day, family movie night, read-cycled book fair, etc. (Paper notes will still go home, this is just another way for the PAC to communicate with parents.)

The PAC and school have committed to using this system for the 2015-2016 school year. At the end of the year, PAC will evaluate how successful the program was and either continue or make changes. We appreciate your support during this transition. Answers to some questions that have come up are on the back of this sheet.

At our PAC meeting this month, Benita Harrison and Heather Rogers agreed to continue to organize our lunch program and currently hold the positions of Lunch Coordinators on our PAC. **If you have questions or concerns regarding the Lunch Program that are not addressed on the back of this page, you should contact either Heather, Benita or Tania Bouchard (PAC President), not Aurora School staff.** Heather, Benita and Tania are more than willing to address any issues or concerns that any parent, student or Staff member may have.

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Answers to some questions you may have:

Why are we changing to online ordering, the old way seems easier and more convenient?

We understand that sending a ticket with your child in the morning, for some people is much easier than placing an online order, especially if you use the lunch program as a way to feed your child when you realize at the last minute you have nothing in your fridge! The biggest reason we decided to make this change is to simplify things for the school staff, the volunteers in the kitchen and the students. While the old way seems easier, it can interrupt class in the morning and causes stress for many children. Also, knowing how much food to prepare in advance ensures there is always enough food without waste. Placing an order and paying in advance means not having to worry that students will lose or forget their ticket and go hungry.

What if I don't want to order online?

The only way to order lunch is online. If you do not have access to internet, you can contact Benita or Heather to discuss using a computer at the school to place your order.

What if I don't have a credit card?

If you don't have a credit card, you will have to set up a PayPal account.

What is Pay Pal?

PayPal is a company that operates a secure online payment system. Online money transfers serve as electronic alternatives to traditional paper methods like cheques and cash. PayPal charges a fee of \$0.30 per transaction, meaning that \$0.30 will be added to the total cost of your order (not \$0.30 per day or per lunch)

Do I have to register for a PayPal account?

No. If you have a credit card, PayPal will process your payment as a "guest" without having to set up an account.

What is the deadline for ordering?

The deadline to order is 9pm the Sunday prior of each week. Orders can be placed weekly, monthly or in one transaction for the entire menu session. ***Full payment must be received for your order to be processed***

What if I have pre-ordered a lunch and my child is sick or not at school that day?

After looking at what many other schools do in this situation, we have decided that your child's lunch will be saved with their name on it in the kitchen fridge until the next day. Refunds and credits will not be given.

What if a student is at school and doesn't have a lunch?

While we no longer accept orders in the morning, we do not want any child to go through a day hungry. In situations where a student comes to school and doesn't have a lunch, their teacher can ask the kitchen volunteers to prepare a cheese sandwich and an apple at a cost of \$3. When this happens, parents will receive a note home letting them know. This service is not to be used as an ordering option and will be offered at teachers' discretion. We do have students in need at our school who PAC provides regular lunch for. If you are interested in offering a donation to cover the cost of this it is greatly appreciated.

What about paper tickets I still have from last year?

Paper tickets can no longer be used to order lunch. If you have tickets purchased from previous years, and are concerned about being reimbursed, you can send them to school in an envelope with your **child's first and last name, classroom and teacher** written on it. We will not be offering cash refunds, but once you have registered online, your account will be credited \$3 per ticket to be used towards a future order. Benita and Heather will be processing this if you have any questions. You can also send tickets in to be donated to students who come to school without lunch. If the required information is not on the envelope, this is what will be done with paper tickets.