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www.mykidslunch.com



My Kid's Lunch

is pleased to be the hot lunch service provider for **Woodrow Wilson Academy** students for the 2020-2021 school year.

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

This year we will be offering an array of hot and cold unitized meals. In addition to our popular hot meal selections like Chicken Nuggets, Cheese Calzones and Pasta w/Meat Sauce, we also have our delicious salads and sandwiches. We also offer a wide variety of gluten-free meals for \$5.48 per meal. Fresh fruit and/or vegetables are included with all menu choices.

Your price this year will be:

\$4.48 Standard Lunch - \$5.48 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!

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, or "review order" at the bottom.
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. (Monday orders are due three days in advance). There are no same day meal orders taken.
- **Order changes:** An order may be changed a minimum 2 days in advance by calling our office during business hours at 303-778-0916 or email.
- **Ordering an Emergency Lunch:** If the order deadline is missed you are able to order an emergency sack lunch up until 4pm the day before service.
- **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 (first come first serve). This meal will be charged to you at \$1.00 additional per meal.
- **Sick days:** If your student is ill, order 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!