



École Élémentaire St. Paul Elementary

September
2019

LIVE, LEARN, & LEAD LIKE JESUS

VIVEZ, APPRENEZ, et MENEZ COMME JÉSUS

Phone #: 780-645-3537

Absentee Line: 780-645-2935

School Cell# 780-614-4612 (text only)

Website: www.stpaulementaryschool.ca

Facebook: École Élémentaire St. Paul Elementary SPERD

The hot lunch program is dependent on many volunteers to run smoothly. Each month thousands of dollars must be counted, cross referenced to students and payments, deposited, and then all orders must be tallied and called in to make sure they are filled and delivered to the school each day.

In the past these tasks took approximately 16 volunteer hours per month. Five years ago the committee was unable to find a parent willing or able to volunteer the extensive amount of time needed to keep this program running. It was then that the committee made the transition to an online program; thus eliminating about 10 volunteer hours per month.

ORDERING YOUR HOT LUNCH ONLINE IS THE ONLY FEASIBLE WAY TO KEEP THIS PROGRAM RUNNING.

***For the parents who've inquired about making payments online through credit card, e-transfer, pay pal, etc... our committee spent several hours with our bank comparing and evaluating alternative payment options to cash and cheque. Unfortunately, because our revenue from the hot lunch program is nominal, all other options would either consume our revenue for bank service fees, or require too many more volunteer hours.

***Payments can be made by cash or cheque. NSF cheques are subject to a \$7 NSF fee. Future hot lunch orders will not be placed until outstanding balances and NSF fees are paid in full.

***Your child(ren)s hot lunch order will NOT be placed, and they will NOT receive the ordered hot lunch UNLESS PAYMENT FOR YOUR ORDER IS RECEIVED BY NOON THE DAY AFTER ORDERS ARE DUE.

***Accounts with two NSF payments will be put on permanent CASH ONLY payment terms.

The hot lunch program earns approx.:

- 8¢ per carton of milk
- 50¢ per hot lunch meal
- 60¢ per slice of pizza

EVERY SINGLE CENT EARNED GOES BACK TO THE STUDENTS AND THE SCHOOL

in the form of items such as:

- ipads and chromebooks
- playground & gym equipment upgrades
- student incentives
- educational speakers
- and much more

***** ORDER YOUR OCTOBER HOT LUNCH *****

-complete the instructional steps above-

!! PLACE YOUR ONLINE ORDER BY MIDNIGHT SEPTEMBER 19th !!

**SUBMIT YOUR PAYMENT TO THE OFFICE
BY NOON SEPTEMBER 20th**

-PAYMENT MUST BE RECEIVED TO ENSURE YOUR ORDER IS PLACED-

***ONLINE HOT LUNCH ORDERING ***

SIGN UP INSTRUCTIONS



24 hours a day

ALL COMMUNICATIONS for hot lunch are done through email so please sign up in September (even if you don't plan to make a hot lunch order that month) to ensure your email address is in the system to receive all the emails throughout the year. Watch your email and the school calendar for order deadlines. If you do not have access to a computer please see the school office for assistance.

ACCOUNT SET UP INSTRUCTIONS:

YES - you need to set up new login and password each year

- 1) Go to "specs.hotlunches.net"
- 2) Click on "click here to register"
- 3) Enter access code "SPHL"
- 4) Complete the rest of the registration form INCLUDING your email address - be sure to write down your username and password.
- 5) Click the "register now" button at the bottom
- 6) Follow the instructions to add each child in your family who attends SPECS as well as their homeroom teacher
- 7) Once your child(ren) are registered click on "orders"
- 8) Proceed to order hot lunch for your child(ren)

HOW TO MAKE YOUR HOT LUNCH PAYMENT:

* Put all funds (for all children) in one ziploc bag or envelope and mark it clearly with your child(ren)s names.

*All payments must be in by 12 noon the day after the hot lunch order closes. Make cheques payable to SPECS with your child(ren)s names on the memo line. If you are ordering for more than one child you can pay for all orders on one cheque.

*Cash payments must be in exact funds - no change will be given - no refunds on orders.

IF YOU EXPERIENCE ANY DIFFICULTIES WITH YOUR ONLINE ORDERING, please contact our parent volunteer hot lunch coordinator, Melissa, (during reasonable hours) at 780-614-8825 (phone or text).

The SPECS FUNDRAISING COUNCIL HOT LUNCH COMMITTEE is excited to share that the CORNERSTONE CO-OP IN ST. PAUL will be catering our HOT LUNCH PROGRAM for the 2019/2020 school term...CORNERSTONE CO-OP is a proud supporter of our community and it's schools. Through their BAGS FOR BREAKFAST program they work to keep over 1 million plastic bags per year out of landfills. In 2017 they raised \$40, 581 for St. Paul Education Regional Division Schools. In 2018 they raised and donated another \$11, 016.



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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>If you are a parent, grandparent, family member, or guardian of any SPECS student, and can spare 20 to 30 minutes at lunch time, as little as one day a month, please call the school office at 780-645-3537 to leave your contact info so that Melissa can get in touch with you.</p> 		3 Day 1 First Day of School 	4 Day 2	5 Day 3 Celebration (Gym) - 10:44 am SPECS BBQ 4:30 pm—6:30 pm Everyone Welcome!	6 Day 4 Welcome Assembly— 12:35 pm (Period 6)	
8 International Literacy Day	9 Day 5	10 Day 6	11 Day 1	12 Day 2 Division Powow in Frog Lake	13 Day 3 Hot Lunch ordering opens	
15	16 Day 4	17 Day 5	18 Day 6 Bus Safety Presentations 	19 Day 1 Hot Lunch ordering closes at midnight	20 Day 2	
22	23 Day 3	24 Day 4	25 Day 5	26 Day 6 Regular Assembly— 2:40 pm	27 Teacher PD No School	28
29	30 Day 1 Picture Day (also Oct 1) 	<p>Come and meet the staff members and visit the school!</p> <p>At the BBQ</p> <p>Maternelle & ECS meetings</p> <p>** French at 4:30 p.m.</p> <p>** English at 5:00 p.m.</p> <p></p>				

SPECS is an ALLERGY AWARE ZONE