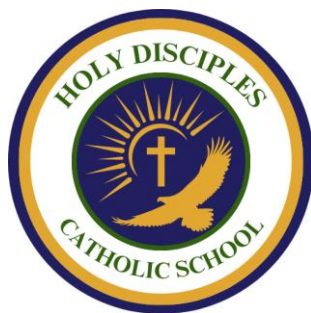




Holy Disciples Elementary School Lunch Program

Our lunch program is 100% volunteer-run, and we rely on the generous support of our school families to help distribute lunches to our students each day. We are currently looking for volunteers Monday through Friday, and to keep the program running efficiently, we need two volunteers scheduled each day, and flexibility is key.

Due to building restrictions, we are not currently able to prepare or cook meals on campus. Instead, we partner with approved meal vendors who deliver fresh lunches to the school each day. Once the meals arrive, volunteers organize them into hot and cold bags in our downstairs kitchen before delivering them to each classroom, ensuring lunches are served safely and in a timely manner.

Volunteer shifts run from 10:45 a.m. to 12:00 p.m. There are two lunch waves for our campus, and we ensure that all students have what they need for a nourishing lunch. It's a simple but meaningful way to support our school community, and the students always love seeing a familiar face in the hallways, especially your own student(s)!

To volunteer, you must be VIRTUS certified before committing a shift. There is further VIRTUS certification information within this packet.

Our greatest need is for volunteers who can commit to the same day each week throughout the school year. If you are unable to make your scheduled shift, we kindly ask that you provide at least 24 hours' notice whenever possible, so we have time to arrange coverage. You must email both Mrs. Devino and Mrs. Pillis to notify of a coverage need.

Thank you for considering this opportunity to help make our lunch program a success. We couldn't do it without the support of our amazing volunteers!

If you are interested in volunteering, please contact Mrs. Devino directly with your availability, sdevino@holydisciplesschool.org

Hot Lunch will begin on Monday, September 14th at the Elementary Campus.

Ordering Lunch Through EZ School Apps

Returning Elementary Families

If your child ordered lunch at the elementary campus last school year, **no action is required**. Your EZ School Apps account and remaining balance are still active.

New Elementary Families

If this is your first time ordering lunch at Holy Disciples Elementary School, you will need to create an account through **EZ School Apps**, even if your previous school also used the platform.

If you already have an EZ School Apps account from another school, you must either:

- Delete your previous account, **or**
- Create a new account using a different email address.

Detailed registration instructions are included in this packet.

Elementary Campus Zip Code: 06779

School Code: None required

If you need assistance setting up your account, please contact Mrs. Devino.

Ordering Deadline

Lunch orders close at **4:00 p.m. every Friday** for the following school week.

Families may place orders one week at a time or several weeks in advance. To reduce credit card processing fees, we recommend adding enough funds to cover multiple weeks of lunches whenever possible.

If lunch service is canceled by the school, your account will not be charged for that day's meal.

Placing Orders

All lunch orders must be submitted through the **EZ School Apps** website.

Families wishing to avoid online payment processing fees may send cash or a check to school to fund their child's lunch account. Meal selections are still completed online.

Lunches must be ordered and paid for in advance. Your child's account will be charged each day based on the meal selections you have made.

Cash & Check Payments

To avoid online processing fees, families may send cash or a check to the school office.

- Please allow **two business days** for payments to be posted to your lunch account.
- Clearly label the envelope "**Lunch Money.**"
- Make checks payable to **Holy Disciples School.**

Please note that returned checks may be subject to a processing fee.

Refund Policy

Because lunch orders are placed with our vendors one week in advance, cash refunds are not available. Vendors purchase food and supplies based on the orders we submit. Refund requests will only be considered in extenuating circumstances. If you believe your situation qualifies, please contact Mrs. Devino for assistance.

Families with Students at Both Campuses

Although both campuses use **EZ School Apps**, the elementary and middle school lunch programs operate separate accounts.

Families with children at both campuses must:

- Use a separate email address and login for each campus.
- Maintain separate lunch account balances for each campus.

End-of-Year Balances

Any remaining elementary lunch balance at the end of the school year may be:

- Rolled over to the following school year,
- Transferred to an elementary sibling's lunch account, or
- Refunded through your FACTS account.

Additional information regarding end-of-year balances will be shared before the end of the school year. Any balances below \$20 will not be refunded and will be donated to the lunch program. All refunds are subject to approval by the school administration and business manager.

Thank you for your help with making our hot lunch program a success at the Elementary Campus! If you have any questions, please do not hesitate to reach out to Mrs. Devino at sdevino@holydiscipleschool.org

EZ School App New User Instructions

Step 1: Create your parent account - families new to elementary school

1. Go to www.ezschoolapps.com and click "Signup."
2. Type our school zip code in the box. Oakville's zip code is 06779.
3. Use the drop down box to select Holy Disciples Catholic Elementary School.
4. Fill in the form with your contact information. Please note—passwords should only contain letters and numbers.
5. Click "Send Account Creation Request." Your registration is complete when you see a pop-up box confirmation. Note you will need a separate parent login if you are using a current login for the middle school.

Step 2: Link / add to your students) -

6. Go to www.ezschoolapps.com and click "Parent Login." Login to your account.
7. Click the blue button that says "Missing Student." Enter last name.
8. You will be prompted to add new student. Existing middle school parent accounts can add new students under their existing middle school parent accounts.

Step 3: Add your credit card information.

9. Click the tab (left side) labelled "Credit Card."
10. Click the button that says "Add Credit Card."
11. Fill in your information and click "Save Credit Card."

Step 4: Add funds to your students) bank(s).

12. Click the tab labelled "Meal Payment."
13. Click the "Add Money" link to the right of your student's name.
14. Complete the required fields and click "Add Amount." Note—to avoid excess processing fees, consider adding an amount that will cover meal selections for more than a single week (ex. \$50 or \$100).

Step 5: Make your student's meal selections.

15. Click the tab labelled "Purchase Preorder."
16. Be sure the correct student name is displayed at top right.
17. Click the bubble next to your student's meal selections on applicable days.
18. Click "Save/Pay" at the bottom of the screen. Note—if your student does not have funds to cover your selections you will be prompted to add funds at this point.