



Holy Disciples Elementary School Lunch Program

Our lunch program is currently 100% volunteer run. We rely heavily on families to help us with distribution of lunches to our kids' classrooms. We are currently seeking help for our program on Monday, Tuesday, & Fridays. You will need to be at school by 11am and your shift is over by 12pm. It is a wonderful way to be involved, and the kiddos are so happy to see their special person in the hallways at school. Our lunches are delivered to school by our vendors, and we prep them into our hot/cold bags in our downstairs kitchen and then back upstairs to deliver to classrooms.

All volunteers must be VIRTUS trained before you commit for helping our program. Our ideal volunteer will be someone who can maintain the same day of the week, every week for the school year or if you are able to do every other week a dedicated day. As with anything, if you need coverage because you are unable to make your scheduled day, please try to give 24-hour notice so we can make alternative arrangements.

Ordering Portal - EZ School Apps

For Students Registered for Lunch at the Elementary School Last School Year: No additional action is necessary. Your lunch account is still active from last school year.

All Other Students: If you will be ordering lunch in our café for the first time, you will need to register for through EZ School Apps, even if your previous school cafeteria used this system. If you have previously used EZ School Apps with another school, you will first need to delete your old account OR create a new account with a different email address. Please use the detailed instructions found in this packet. Zip code for Oakville is 06779. No additional school code is required. If you are having difficulty with this, please reach out to Mrs. Devino.

Cut-Off Time

Lunch ordering closes at 4pm sharp, on the Friday before the next week begins. Families can order weekly or monthly. To avoid excessive transaction fees, it is recommended to fund your account as infrequently as possible.

In the event of a lunch cancellation, your account will not be charged for the meal you ordered.

Ordering

All families MUST order through our website and if necessary, you can provide the school with cash/check to avoid the processing fee. You will still be able to save your meal choices for the week. Meals must be paid for a week in advance and the accounts are charged daily for the children's meal choices.

Cash & Check Payments

Families have the option to send in cash or a check to avoid the processing fees. Please allow two business days for the funds to post to the account. Please mark the envelope "Lunch Money" and make checks payable to Holy Disciples School, a return check fee may be subjected to charge.

Refunds

There are no cash refunds on lunch accounts. Our lunch orders are placed **one week** in advance with our vendors. They are paying for the materials to make our lunches. Unless there is an extenuating circumstance, you will not be able to receive a refund. Please contact Mrs. Devino for further information should the need arise.

Middle School Lunch

Although our middle school campus utilizes the same platform, you will still need a different email and login for the elementary campus lunch. We do not have the capability to display both Middle & Elementary on the same login. Therefore, you will need two separate payment balances as well for your children.

End of Year Balance

At the end of the year, any balances that remain will have the option to be rolled over to the next school year, transferred to a sibling's bank balance in the elementary school, or refunded back to your FACTS account. Further information will be shared at the end of the school year if your child should need a refund.

VIRTUS Training

Visit www.virtusonline.org.

Click "first time registrant" then click "begin the registration process."

From the drop down select **Hartford, CT (Archdiocese)**.

Complete the training. Submit the certificate of completion to either principal.

Do not forget that the last step to become Virtus trained and therefore eligible to volunteer in our buildings is the background check. There is a small fee associated with the background check. If you have questions, please call either main office.

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 smhdevino@gmail.com

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.