



6425 W. 52nd Ave Suite 2B
Arvada, CO 80002
303-778-0916
www.mykidslunch.com

My Kid's Lunch

is pleased to be the hot lunch service provider for **Shepherd of the Hills Lutheran School** students for the 2016-2017 school year.

My Kid's Lunch has provided hot school lunches to students at independent schools throughout the Denver Metro community for 19 years.

We offer three menu choices each day. In addition to our popular hot meal selections like Chicken Nuggets, Cheese Calzones and Spaghetti, we have salads, sandwiches, and "light lunches" offered as a daily alternative. We also offer a wide variety of gluten-free meals for \$5.00 per meal. Fresh fruit and/or vegetables are included with all menu choices. We are using more organic and local ingredients than ever - some right from our own gardens!

A free lunch day will be available on **SEPTEMBER 8, 2016** for new families to try out our delicious selections. **Parents MUST go online to order this free meal!**

Your price this year will be:

\$4.00 Standard Lunch - \$5.00 Extra Large / Gluten Free

HotLunchOnline.com

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 your 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.
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)

Go ONLINE to see menus!
Questions? Call 303-778-0916



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Michael's of Denver Catering, Inc.

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Hot Lunch Order Policies for Parents

To ensure that the *correct quantity of food is prepared*, the following policies apply:

- **Advance ordering:** Hot meal orders must be placed a minimum of 2 days in advance. There are no same day meal orders (**i.e. orders for THURSDAY will need to be placed before 11:59 P.M. on MONDAY**).
- **Order changes:** If you have placed an order for a student and know 48 hours in advance that your student will miss that meal, you can cancel the order for a credit. Sign into your account>"order" tab>select your student>click on the meal you want to remove (appears in WHITE)> select "cancel/credit purchase". You can use this credit for future purchases.
- **Emergency lunches:** A few additional lunches are provided to the school in case a student drops or otherwise needs a replacement lunch. Emergency lunches are for students who purchased a lunch for that particular day and an accident occurs. ***They are not for students that forgot to order.***
- **Absentees:** If your student will be out of school and you have 48 hours notice, you can change the order using the above instructions (see "ORDER CHANGES").
- **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 and you will be notified.

******Although we understand that 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 and *if the school 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 days.

We look forward to serving your student throughout the school year!

***Go ONLINE to see menus!
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