

ESR Hot Lunch Policy 2020 / 2021

ESR PAC is happy to offer the hot lunch program and ordering is available online only. Please note only debit/credit via Bambora is the only form of payment accepted this year.

- **Cut off dates are the same every month.** Online orders will open on the 10th day of every month and online order cut off and payments are **due on the 23rd** of every month. Late orders will NOT BE ACCEPTED so be sure your order is received on time.
- If your student is absent for any reason, ex: vacation or sickness, a pre-order will not be credited, however, you may email esrichardspac@gmail.com by 9:00 am requesting the lunch be put aside for pick-up after 12:00pm on the date of the pre-order being delivered. Your order will be placed in the hallway refrigerator for pick up. If no email is received by 9:00 am, any items unclaimed by the end of the school day will be discarded or donated as hot lunch generally runs on Fridays and we cannot leave food in the fridge over the weekend.
- In the event of an unscheduled school closure, a **credit** will be given *on your account*. All credits must be used as pre-order payment only. Any unused credits will be considered a donation to PAC.
- Orders placed online must be paid in full before the cut off day. (the 23rd of the month). A payment reminder email will go out and all unpaid orders will be deleted.
- Hot lunch pre orders can NOT be edited or changed once an order is paid.
- Please email any questions or concerns to esrichards@pac.com.
- If a student finds them self without a lunch during school, after approval from their teacher, the student will be given permission to call home, however, please note the PAC cannot provide a lunch to your student.

Be sure to register at www.esr.hotlunches.net (only one account per family is needed). Click on 'Register' and enter the ***school access code ESRHL***. Please note your email address provided will be used for all communication regarding pre orders.

A friendly reminder that the hot lunch program at ESR is a volunteer run program and everyone is trying their best. If you are able to help out, please email the PAC and sign up. Low volunteers may result in cancelled hot lunches.

Updated: September 6, 2020