

Wilberforce Home and School Welcome Package

Welcome to our 2018 / 2019 school year. The previous Wilberforce Community Involvement Association group has changed to Wilberforce Home and School. The Wilberforce Home and School will have meetings every month and offer the below services this school year. All parents are welcome and we'd appreciate any ideas in how best to effectively benefit our students at Wilberforce Public School. First meeting time is September 25th at 6:30 p.m. (School Council meeting from 6:00 p.m. – 6:30 p.m.)

1. **Hot Lunches**
2. **Spirit Wear & Fundraising**
3. **Food Booths for School Events**
4. **Milk Orders / Special food days (Warm Hearts from Wilberforce, Let's Get Cooking Smoothie's & Exemption Days)**

1. Hot Lunches

This program is run by Bobbie Johnson, food.wilberforce@gmail.com and has been moved to a new online ordering system. A full information package will be sent out next week – a brief summary of user instructions can be found below. Ordering is not yet open or available.

- A. Go online to www.lunchboxorders.com and click "ORDER LUNCH".
- B. Click "Create an Account" to register your family's account.
- C. Add your child to your account by clicking "add a student" and register your child.
- D. Click "Order Now" (beside your child's name) to access the school's ordering calendar.
- E. Proceed with ordering your child's lunch by clicking on the blue box for each restaurant featured.

2. Spirit Wear & Fundraising

We hope to run a fall and spring campaign for our Spirit Wear – more information to come...samples will be available at our Meet the Teacher on September 26th from 5:00 p.m. – 6:15 p.m.

Fundraising this year will focus on outdoor enhancements. Rough timing and campaigns are listed below:

- A. Fall – Tickets for family outings such as London Knights tickets, The Factory, River Valley, etc
- B. Winter – Dance-a-thon
- C. Spring – Read-a-thon / Math-a-thon
- D. Continuous – Fundscrip (gift cards -> www.fundscrip.com -> Signup -> Invitation Code is U2CD4H)
- E. Continuous – Mabel Labels (run by kindergarten staff - profits go to kindergarten classes)

3. Food Booth for School Events

There are several events run during the school year that require food service. In all of these instances volunteers will be requested to help prepare and serve food. Look for school newsflashes or paper volunteer slips throughout the course of the year. Some examples are listed below.

- A. Meet the Teacher food booth
- B. Basketball / Volleyball Tournaments
- C. Special Events in school (math nights, art auction, etc – not sure what is planned this year)
- D. Track and Field
- E. EQAO Sundaes
- F. Grade 8 Lunch

4. Milk Orders / Special Food Days

This program is run by Rhonda Neil, food.wilberforce@gmail.com and will continue to use our existing hotlunches.net program. A full summary of what to expect with this program can be found below.

- A. **How to Setup an Account for Online Orders:** *All users will need to create a new account - 2017/2018 accounts have all been removed!*
- Go to **Wilberforce.hotlunches.net**
 - Click on "Click Here to Register"
 - Enter Access Code **WHL**
 - Complete the rest of the registration form.
 - Click the "**Register Now**" button at the bottom
 - Follow the instructions to add each child in your family who attends Wilberforce P.S.
 - Once your child(ren) are registered, click on "Orders"
 - Proceed to order milk, etc. for your child(ren)
- B. **Milk Order Forms:** Milk Order Forms will be available online (paper copies in office) three times this school year. If you require an order form early due to vacation / travel let Rhonda Neil know at food.wilberforce@gmail.com and she will assist you in ordering in advance. We expect to have one Let's Get Cooking Smoothie day added to each ordering cycle. A Warm Hearts from Wilberforce added in February and 4-6 Exemption days added from Jan - June.
- September** (Available Sept 7, Due Sept 14) - ordering for Sept 24 - Dec 21 (61 school days - \$48.80 / order)
November (Available Nov 30, Due Dec 7) - ordering for Jan 7 - March 29 (53 school days - \$42.40 / order)
March (Available Mar 18, Due Mar 22) - ordering for April 1 -> June 14 (50 school days - \$40 / order)
- C. **Payment:** Pay Online using PayPal or Click 'Print Remittance Form' when you have completed your family's orders. Send form and payment to school via classroom teacher or office by the due date specified. Online orders that are 'unpaid' past the due date will be deleted from the system.
- Cheque '**Wilberforce Home and School**'
 - Cash (*please place in envelope or baggie with remittance form*)
 - PayPal
- D. **Missed Milk:** Any child who is absent from class for health, weather, field trip, etc. reasons will have their milk returned to the office. It will be delivered the next day.
- E. **Missed Food from Special Days:** By default any food that is not handed out in the classroom will be returned to the kitchen and given to staff or parent volunteers. If you wish to make arrangements to have the food preserved or handed out to another child in the school please contact Rhonda Neil at food.wilberforce@gmail.com prior to the special food day in order for food to be preserved according to your wishes.
- F. **Bus Delay / Cancellation:** If buses are not running in the morning all milk and special event food items will be moved to the next school days delivery schedule. For daily milk orders they will be doubled up the next day. Note: please check the mybigyellowbus website on inclement weather mornings in order to pack your child's lunch accordingly.

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First Milk Order Form – *Please go online to Wilberforce.hotlunches.net and order (you can still pay by cash or cheque if that is your preference). See above for ordering instructions.*

Student Name: _____ Email: _____

Home Phone: _____ Teacher: _____

Order and Payment due by 2:00 p.m. September 14th. Cash or Cheques to Wilberforce Home and School.

Milk – September 24th -> December 21 st	Qty	Price	Total
White Milk - 237 ml container (\$0.80 each)		\$48.80	
Chocolate Milk - 237 ml container (\$0.80 each)		\$48.80	
Let's Get Cooking Smoothie Fundraiser - Mon Oct 1st, 2018 9 oz Strawberry Banana Smoothie (made with frozen strawberries, bananas, yogurt and orange juice)		\$3.00	
Total			

I require future paper orders – all future orders are only available online unless paper forms have been requested.