



Chef Mikey Presents

My Kid's Lunch

A division of Michael's of Denver Catering

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My Kid's Lunch

is pleased to be the hot lunch service provider for **Phoenix Community School** students. We are a locally owned and operated food service company that has been providing nutritious school food service throughout the Front Range since 1996. Our many years of experience has helped create our popular menus and give our schools and daycare centers outstanding service.

We have No Fried Foods or Trans Fats - Nut Free Kitchen – No High Fructose Corn Syrup - We Serve RBST Free Milk – In House Scratch Baked Quick Breads - Meal Nutrition Information Available upon request

Meals are easily ordered through our online system. Login at:

<http://michaels.h1.hotlunchonline.net>

HotLunchOnline

We look forward to a great school year!!

Registering for the New School Year

Returning Users: Login with previous 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 edit your returning students into their new grade!!!** Click on "user" tab, then "action" to the right of their name and "edit" (do not remove unless no longer enrolled).

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 "User" Tab.
2. Select "Add a User".
3. Enter the Students First Name, Last 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 menu).
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, or "review order" at the bottom.
5. Review your order. To change your order, click the "Change" or "clear cart". If your order is correct click "Place Order" to finalize the submission.
6. After you have completed your order, you will receive a confirmation email. Also, you can view the order under the "history" tab to verify it shows processed. Items left in the shopping cart are NOT considered purchased.

In order for Phoenix to navigate this program successfully, we need to be able to rely on accurate daily counts of meals ordered that translate into meals served.

Please do not order any lunches that your child won't be consuming and cancel ordered lunches if your child changes their mind or is will be absent.

The school only receives reimbursement for the program for served meals.



Lunch Order Policy for Parents

To ensure the correct quantity of food is prepared for school lunch, the following policies apply:

- **Advance ordering:** You may order as far ahead as the menu is posted. Orders may be placed a minimum of a full 5 days in advance for Monday & Tuesday, 3 days in advance for Wednesday – Friday. There are no same day meal orders taken.

Day Meal is Eaten	Order deadline (latest possible time)
Monday	11:59pm Tuesday (5 days in advance)
Tuesday	11:59pm Wednesday (5 days in advance)
Wednesday	11:59pm Saturday (3 days in advance)
Thursday	11:59pm Sunday (3 days in advance)
Friday	11:59pm Monday (3 days in advance)

- **Order changes:** An order may be changed a minimum 5 days in advance for Monday & Tuesday, and 3 days in advance for Wednesday through Friday. You can cancel online through the Order tab of your account (click on the Order tab, purchases appear in white on menu, click on the item and select to cancel).
- **Sick days:** If your student is ill, an order can be changed or cancelled per the above policies. Late/same day request will not be accepted.
- **Weather/Unexpected Closures:** Your school admin will work with My Kid's Lunch to make necessary schedule adjustments.

***Although we understand sick days and snow days are unexpected, we cannot refund these meals because the food is purchased and prepared in advance. ***

***Our nutrition data is provided with the highest accuracy possible, but should be considered as an estimate only. Exact nutrient densities may fluctuate due to product availability.** We are nut free.*

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