



Dear Capilano Parent,

Welcome to an exciting year at Capilano! This letter details the food programs being offered this year by the Capilano Parent Advisory Committee (CPAC).

There is a LOT of important information, so please read carefully (note the deadlines) and KEEP this letter for future reference.

FAMILY BBQ

Orders due September 12

The CPAC is pleased to offer parents and staff a fun social event to start the new school year on Thursday, September 16, from 5.30 to 7.30 pm on the gravel field. Please come out and join us for the very popular annual Family BBQ. Pre-order to ensure your choice, as very limited numbers of additional meals will be available to purchase at the BBQ.

⇒ In order to offer a wide variety of foods and to support our fundraising efforts, we ask families to bring a small contribution for our buffet table, according to the following grades (finger foods where possible, provide a serving utensil if required and be sure to label your serving dish with your name):

Grade K – 1	Desserts
Grades 2 – 4	Burger and hot dog stuffers (sliced tomato, cheese, pineapple, bacon, pickles, mushrooms, sliced onion, lettuce, chillies, sauerkraut, etc.) (condiments will be provided)
Grades 5 – 7	Vegetables and dips, fruit platters

⇒ **VOLUNTEERS** are needed to help set up and clean up, serve, grill, etc. Please check the volunteer box on the online form or contact me if you can help to make this BBQ another fun and successful CPAC event.

⇒ We'd like to make this year's BBQ as litterless as possible, so **please bring along your re-usable plates and cups** (remember to label them), and simply take them home at the end of the night.

FRUIT AND VEGETABLE PROGRAM

Orders due September 20

This program encourages greater nutritional awareness and healthier eating habits amongst school-aged children. Twice per week, every second week, students are offered fresh produce during classroom instruction. This popular program is **free** to parents, but does require parental consent. The program is not intended to replace food sent from home, so please continue to send snacks to school with your child.

LUNCH PROGRAMS

Orders due September 20

This year, we are pleased to offer five lunch programs: Pizza Day, Japanese Day, Hot Dog Day, Booster Day and Soup Day. **All lunches will take place on Fridays.** The menu choices have been carefully selected to meet the requirements for the Provincial Food Guidelines. Images, ingredients and serving sizes are included on the order form where possible. Please contact me if you have any specific nutrition questions. Booster Day is being hosted by the Grade 7 class as their principal fundraiser for end-of-year celebrations. Please note the special conditions surrounding participation in Soup Day.

PLACING ORDERS

Food orders can be made **ONLY** through our secure, easy-to-use web-based system. This online system offers many benefits:

- It's quick, secure and user-friendly (no paper form or calculator required!)
- You can access the system from any Internet-enabled computer
- You have complete control over your account
- Further information on food programs will be communicated by email

Access the online system (returning families will need to create a new account as last year's accounts have been deleted):

- Go to the school website at www.capilanoschool.ca and go to the CPAC page, OR
- Go direct at <http://capilano.hotlunches.net> (NOT www)

From the home page:

- Create an account and enter the school access code: **caplunch2011**
- Enter your contact information (multiple email addresses are possible**)
- Add your students
- Place your orders

Each Food Program has a **separate** order form in the system, and will calculate the grand total owing when you have placed all orders for your students. Instructions are included directly in each form for your convenience.

** **Important note:** For families not sharing one common household or where more than one parent is involved in managing school orders, please create only ONE *shared* account per family and add multiple email addresses to ensure that food program information reaches everyone managing that account. Account user ID and password will be included in emails where required.

ALLERGIES

When you create your student in the system, please be sure to include any allergies. Lunch coordinators actively check to ensure that students are not put at risk inadvertently.

WEEKLY REMINDERS

Lunch orders placed through the system will generate an automatic email reminder once per week, detailing what items have been ordered. This is an effortless way for parents to keep track of when they need to provide meals on those days when a lunch has not been pre-ordered.

VOLUNTEERS

We need your help!

Our food programs cannot survive without volunteers. This year, the bulk of our student population is in the primary grades (K-3). These younger students require additional help with lunch time meals, and we need many volunteers to assist each week. If you are able to spare 30 minutes periodically to help with a program, please check the volunteer boxes where indicated on the order forms. Volunteering is a fun and social way to meet other parents, and to see the children in their school environment. Sign-up through the online order form.

BACKGROUND INFORMATION and RESOURCES

For information on how and why our food programs are selected, the document *2010 Food Survey Results* is available through the online system. Log-in to your account, navigate to the Information tab, then select On-Line Documents.

LATE ORDERS and CHANGES

Late orders may be possible for some programs. To place a late order, FIRST create an account and student(s), then email me with your phone number and request.

The ordering system will be "locked" to parents after a certain date to facilitate management of the lunch programs, so any changes required to student orders should be sent to me via email.

PAYMENT

Payment for ALL Food Programs due September 22

Payment can be made via PayPal, cash or cheque:

- PayPal: Payment can be made either with a PayPal account or directly via credit card. Simply click on the "PayPal" button, and follow the instructions
- Cheques: Payable to *Capilano Parent Society*, write your User ID and "Food Programs" on the bottom, return to teacher or school office
- Cash: Sealed envelope, write your User ID and "Food Programs", return to teacher or school office.

Go green: Use PayPal, or write your User ID and "Food Programs" on your cheque → no envelope necessary

Lunch orders are organized for each half of the school year. Your order and payment covers the period from September to end of January. Information about lunches for February to June will be sent in January.

"GREENING" THE FOOD PROGRAMS

This year, we are making greater efforts to deliver the food programs in a more environmentally friendly way, and we encourage your family to participate in making this happen. We hope we can count on your support!

One solution we have found to reduce waste generated by our lunch programs is to eliminate disposable products such as plastic cutlery, paper serviettes and individual condiments (such as packets of soya sauce or ketchup). Starting this year, ***we will no longer be providing these items***, and will expect students to bring their own cutlery and serviettes. Condiments will be provided in the classrooms as usual, but will be served in family-sized containers (e.g. a bottle of ketchup or soya sauce). (We're still working on a solution for the juiceboxes!).

One way to remember these items is to make a "Friday lunch kit" that students can take to school: re-usable Ziploc-type bag, fork and spoon, and fabric serviette (everything labelled of course). Same as students would do every other day, this lunch kit is simply brought home, the items cleaned, and re-packed for the following week. And, of course, our weekly email about the lunch programs will include a reminder.

SOUP DAY

This is the first year we are offering Soup Day. This idea was proposed by a parent-respondent in an April 2010 survey of parents on their satisfaction with the food programs. Soup is an excellent food choice for students as it is easy to eat, appealing to a large number of students, warming on a cold winter's day, nutritious, and affordable for parents. We have found a chef who prepares a variety of high-quality, very tasty and healthy soups.

However, the logistics of serving soup to 400 students with our limited facilities and dependence on volunteers presents some challenges:

- Soup must be kept at a certain temperature to meet Food Safe requirements
- It must be quick and easy to serve
- It must be easy to transport to classrooms
- The serving size must be consistent across all students
- It must minimize the risk of spillage.

Feedback from the trial soup day:

"...really loved it"; "It was really good, Mom!";
"She loved the chicken soup!"; "The soup was delicious"

We conducted a trial soup day in one division in June 2010, and have found a workable solution to deliver soup to our students (that is also environmentally friendly). However, the success of this program is dependent on parent cooperation, and so we must specify a few conditions for participation, detailed below.

These conditions are not intended to be unreasonable or to exclude anyone from participating in this lunch program; they are quite simply the only way that we can run this program successfully. Thank you for your understanding.

If you pre-order soup for your student(s) through our Soup Day program, you agree to the following conditions:

- You will provide a clean, labelled thermos (approximately 350 ml serving size; wide mouth)
- The thermos must be in the classroom collection bin for the morning of Soup Day
- Failure to provide a labelled thermos on time will result in NO soup being provided to your student (other menu items ordered will be delivered)
- No refunds on the soup portion will be issued if these conditions are not met

Why is labelling so important?

- We all want to keep our children safe by providing sanitary eating conditions, and labelling ensures that your student eats from his or her thermos, and not someone else's
- With 400 students, few volunteers and a lot of work to serve lunches, we CANNOT try to track down mismatched thermoses and students
- If it's not labelled, we will NOT take it and your child will miss out on soup
- 30 seconds to success → label the base, label the lid, student name, division number

Logistics:

- You will receive an email reminder during the week
- Your child drops his or her labelled thermos in the collection box in the classroom the day before or the morning of Soup Day
- Your child enjoys chef-prepared soup
- Your child brings the used thermos home for cleaning

Picking the perfect thermos:

				
<p>THE PERFECT CHOICE:</p> <ul style="list-style-type: none"> • 350 ml (11 oz) serving size • Wide mouth for easy serving and eating • Stainless steel for durability 	<p>NOT ACCEPTABLE:</p> <ul style="list-style-type: none"> • Intended for cold foods only 	<p>NOT ACCEPTABLE:</p> <ul style="list-style-type: none"> • Serving size is too large 	<p>NOT ACCEPTABLE:</p> <ul style="list-style-type: none"> • Serving size is too large • Glass insulation will break easily 	<p>NOT ACCEPTABLE:</p> <ul style="list-style-type: none"> • Serving size is too large • Narrow mouth is too difficult to fill and eat from

THERMOS FUNDRAISER

Orders Due September 20

Order "The Perfect Choice" thermos for Soup Day, hassle free. We have negotiated a discount and are passing the savings on to you, so you can pay less than retail price. No trips to the store; simply order through the online system.

This fundraiser is sponsored by the Grade 7 class for their year-end celebrations.

If you have questions about the information presented here or about the programs in general, please refer to the school website www.capilanoschool.ca (it always has the most up-to-date information on the food programs) or contact me. Have a great year at Capilano!

Kate Weiss, Food Coordinator, 604 985 1002 or kate@bedakaro.com

Tips to Help Your Child Manage on Lunch Day

With so many young students starting their elementary school experience, and so few senior students to help, it's especially important for parents to support their children with a few lunch day tips:

- Encourage your child to ask for help - some of the packages can be challenging for young fingers to open
- Most students order the lunches; if you don't want to order a full lunch, consider purchasing a drink or dessert item to supplement lunch sent from home so your child doesn't feel left out
- On the Friday morning, tell your child what to expect in his or her lunch and encourage him or her to speak up if items are not delivered. Despite our best efforts, mistakes are occasionally made with orders – we don't want anyone sitting in hungry silence
- Encourage your child to try some of the menu items that may be new to him or her; he or she may feel more confident trying something new when peers are eating that item too

For our younger students, lunch is supervised; often a teacher will remain in the classroom, along with a Grade 7 lunch monitor, and a hallway monitor who supervises several classes. Parent volunteers are always a welcome support!