

Sub Lunches
Forest Hill Public School Toronto

When: Every other Wednesday at lunch hour

Sub lunch dates alternate with Pizza Lunch dates. The dates are selected in advance one term at a time. In the fall term (September-December) there are typically 5-6 sub lunches, the winter term (January-March) has 4, and the spring term (April-June) has 6.

11:15 a.m. – 12:30 p.m.

Where: Forest Hill Public School (North Building)

Who: There are several participants as follows:

1. One Subway Lunch Coordinator organizes the subway forms and delivers the orders to Subway on Eglinton on the Monday before each Sub Lunch day.
2. The Subway Lunch Coordinator and one parent volunteer are present on Sub Lunch days to oversee the sorting and delivering of boxes of subs.
3. Classroom Ambassadors from grades 6-8 help On Sub Lunch days by delivering boxes to the Junior Building classrooms and setting up subs for senior students in the Senior Lunchroom.
4. Our Subway franchisee is: Manish Patel at Subway, 1008 Eglinton Avenue West between Hilltop Road and Old Park Road. Cell number: (647) 878-3799; Store number (416) 783-4935.

Why: Sub Lunches are a delicious and healthy alternative to pizza lunch. While they give parents a break from making lunches, they also serve as a fundraiser for the school. In the past, they have raised \$4,000 - \$5,000 a year.

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How:

1. 1-2 months prior to first Sub Lunch of Each Term

Consult Donna and Pizza Lunch Coordinator to determine schedule of Pizza Lunches and Sub Lunches for the following term. Pizza Lunch is offered first in the schedule. Sub Lunch is typically not offered in the week prior to holidays (Winter Break, March Break) or during Passover (spring term).

2. 1 month prior to the first Pizza Lunch Date

- Pizza Lunch and Sub Lunch dates are entered onto HotLunches.net, the online ordering website. Parents are sent ordering information and a link to HotLunches.net. Parents go online to order subs; payment is sent to Donna.
- Payment is entered on HotLunches.net by the Pizza Lunch Coordinator and the Sub Lunch Coordinator.
- Cut-off for ordering subs is set on the website as midnight Sunday before each Sub Lunch.

3. Two Days Before Each Sub Lunch (Monday)

- Sub Lunch Coordinator logs into HotLunches.net to find this week's Sub Lunch (go to the **Orders** tab, select **Current Schedule**, select **Sub Lunch**. The screen should show you the date for this week's sub lunch).
- Print out a master list of subs ordered from the HotLunches.net website (click on **Details Spreadsheet** to download a list. All you need are the first 2 columns, Student and Class, so expand these columns, copy and paste to a Word document to save paper – 6 pages double sided).
- Print out a 1-page summary of each classroom's sub orders from the end of the **Details Spreadsheet**. Here you only need the Class and Subway Sandwiches (totals) columns so expand, copy and paste into Word.
- Print out Sub labels as follows: When you are in the current schedule (Orders tab, Current Schedule, Sub Lunch), select **Order Labels**. Under **Sort by**, scroll down to select **Class Sequence, Item Name, Student Name**. Under **Label Size**, select **Large Avery Shipping Labels (6 per sheet)**. Under **Font Size**, select **Largest 16 px**. Click on **Generate Labels** and print (approx. 40 pages). Cut each page into 6 individual labels.
- Change date on Teacher Labels to the current sub date and print out Teacher Labels on coloured paper.

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- Sort sub order labels by classroom and attach each Teacher Label with a paper clip. Count sub order labels for each classroom, double check totals with totals on 1-page summary, and write the total for each classroom on the Teacher Label.
- For each Sub Lunch, order 4 extras in case of mistakes or forgotten lunches. On a small piece of paper, write the following information: Extras: 4. 3 x whole wheat, turkey, cheese, lettuce, tomato. 1 x whole wheat (veggie) cheese, lettuce, tomato, cucumber. Paper clip the Extras label on the Extras order form.
- Totals: on a sticky note, write down the date, the number of student orders (from the Details Spreadsheet), the number of Extra orders, and the Total. Place all orders in a sandwich bag.
- Deliver orders to Manish at Subway, 1008 Eglinton Ave West, between Hilltop Road and Old Park Road.
- Arrange for a Parent Volunteer to help out on Wednesday between 11:15 and 12:15.

4. Day of Sub Lunch

- Arrive at school at 11:15 with the master list. Manish arrives at office doors between 11:15 and 11:30 and brings boxes of subs to the Staff Room (Student Ambassadors can be called upon to help with delivery).
- Boxes are organized:
 - JK-6 boxes are delivered to the classrooms. If there is more than one classroom's subs in a box (ie there is a bag of subs inside the box), separate the classrooms. Include the appropriate number of juice boxes in the bag of subs.
 - Grade 7-8 boxes will be delivered to the Senior Lunchroom by the Ambassadors
- Student Ambassadors are called to the Staff Room at 11:30.
- Inform Student Ambassadors who are delivering to JK-6 classrooms that there must be a teacher in the room to accept the box. If the class is empty, bring the box back to the Sub Lunch Coordinator in the Staff Room or the Senior Lunch area.
- Assign 2 Student Ambassadors to set up grade 7,8 subs on tables in the Senior Lunch area. Arrange by classroom with juice boxes beside each sub. These Ambassadors can stay to help hand out subs to senior students.
- Assign a student to distribute sub sauces. One mayo, one sub sauce and one mustard in each of the Primary, Junior, and Senior lunchrooms.
- Once all of the boxes have been delivered, bring the extra subs and the master list down to the Senior Lunch Area and stay until lunchtime is over in case of mistakes or forgotten lunches.
- When lunch is over, collect sub sauces, extra subs and unclaimed subs from Senior Lunch Area. Put everything in the fridge beside the VP office (Donna has the key).

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Teacher Labels (sample – 2015-16)

<p>MACRIS JK/SK 103S Oct 14</p>	<p>MARKWICK JK/SK 106S Oct 14</p>	<p>WING YEE Grade 1/2 B 109S Oct 14</p>
<p>GILMAN Grade 1/2 A 107S Oct 14</p>	<p>HOLLINS Grade 2/3 B 104S Oct 14</p>	<p>WHITTINGTON Grade 2/3 A 105S Oct 14</p>
<p>LEVINE Grade 3/4 208S Oct 14</p>	<p>MENDELSON Grade 4 Gifted 205S Oct 14</p>	<p>GUTHRIE Extended French Grade 4 B 101S Oct 14</p>
<p>PRYDE Extended French Grade 4 A 102S Oct 14</p>	<p>DIMITRY Grade 4/5 204S Oct 14</p>	<p>MILOVANOVIC Grade 5 Gifted 202S Oct 14</p>
<p>BARDWELL Grade 5 207S Oct 14</p>	<p>HARTRICK Grade 6 Gifted B 209S Oct 14</p>	<p>CAPLAN Grade 6 Gifted A B4 Oct 14</p>

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<p>CHOW Grade 6 B 206S Oct 14</p>	<p>ESNARD Grade 6 A 203S Oct 14</p>	<p>DONOGUE 71 Oct 14</p>
<p>GUZZO/GETRAJHENDLER 77 Oct 14</p>	<p>NALIAN 75 Oct 14</p>	<p>HAWKES 72 Oct 14</p>
<p>ROJAS 73 Oct 14</p>	<p>TSANG 74 Oct 14</p>	<p>GUZZO 76 Oct 14</p>
<p>CHUANG 81 Oct 14</p>	<p>CHUANG/DAWSON 82 Oct 14</p>	<p>LABILE 85 Oct 14</p>
<p>HUNT 86 Oct 14</p>	<p>HUNT/ADAM 87 Oct 14</p>	<p>KNIGHT/MANAO 83 Oct 14</p>
<p>KNIGHT 84 Oct 14</p>	<p>EXTRAS</p>	